



Welcome to our information pack for the post of:

Video Conservation Specialist

The following information is provided to assist your application. Information about the BFI can be found at our website: www.bfi.org.uk with information specifically about job vacancies at www.bfi.org.uk/about-bfi/job-opportunities

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Welcome to our information pack for the post of:

**Video Conservation Specialist
Fixed Term Contract until 31st March 2022**

Thank you for your interest in the post. I hope that you find this information pack helpful and we look forward to receiving your application. The successful applicant will be joining the BFI at a hugely important and pivotal time. The post of Video Conservation Specialist will play a crucial role to ensure our success going forward.

1. How to Apply:

To apply please click the *Apply Online* button and complete our online application form, including a supporting statement regarding what you bring to the role and how you meet the criteria of the person specification plus our completed equality & diversity monitoring form.

Please submit your application by midnight on **Monday 27 August 2018**. If you experience any technical difficulties please contact the Human Resources Team during office hours by email: opportunities@bfi.org.uk or telephone: 0207 957 4837 who will be happy to help. Please be aware that Google Chrome users may experience technical issues when submitting an application online and are recommended to use an alternative browser.

First interviews will be held on **Tuesday 4 September 2018**.

If you have any questions or want to discuss the post prior to applying please contact me at: stephanie.perrin@bfi.org.uk.

I look forward to receiving your application.

Stephanie Perrin
Video Conservation Team Leader

2. Job Advert



Video Conservation Specialist

Salary £23,433- £27,414 plus generous benefits package
Fixed Term Contract until 31st March 2022

We are seeking a Video Conservation Specialist who will work to examine, identify and determine the conservation needs of the whole range of video materials at the BFI National Archive.

Focusing mainly on legacy video format replay and digitisation, you will engage in all technical operations for a variety of television and video conservation projects, utilising your skills, knowledge and expertise to support digitisation and ensure video materials are replayed to the highest possible standards.

You will have a good understanding of the technical processes and challenges involved in digitising analogue and digital video materials, experience with using a range of computer based systems, media file formats and media players, and an organised, constructive, problem solving approach.

This is a fantastic opportunity to build on your technical knowledge and conservation skills, while working with the BFI's unique collection of video materials. Based at the BFI National Archive, you will enjoy benefits such as our pension scheme, excellent support for working parents, 28-33 days annual leave, tickets to BFI festivals and events plus many others.

Further details about the post can be obtained by visiting www.bfi.org.uk/about-bfi/job-opportunities.

The closing date for applications is **Monday 27 August 2018 at midnight**.
First interviews will be held on **Tuesday 4 September 2018**.



We support diversity and inclusion

3. The package - salary and benefits

All roles at the BFI are individually evaluated. This role is graded at Level 2A and the salary range is £23,433 to £27,414.

We would normally aim to recruit to the minimum point of the pay scale, but will match to the nearest point within our pay scale (where possible) the successful candidate's current salary within a similar external role, if that is higher than our minimum point.

Benefits

At the BFI we offer a wide range of benefits to our employees including:-

- BFI pension scheme
- 28-33 days paid annual leave (excluding Bank Holidays)
- Support for working families: generous contribution to childcare costs; childcare vouchers; enhanced maternity, paternity and shared parental pay
- We promote and support flexible working
- Our Employee Assistance Programme provides advice and support for employees and their key family members across all life events
- Free tickets to BFI Southbank screenings and events plus access to other BFI Events
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% employee discount on all food across BFI Benugo outlets, and 20% staff discount on alcohol
- 70% employee discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore
- 40% employee discount on all retail, including upstairs concessions, at BFI IMAX – Odeon

Certain conditions apply on some benefits and these details are available from Human Resources. Some benefits are non-contractual and the BFI reserves the right to review benefits and withdraw benefits as appropriate.

People Engagement and Wellbeing

The BFI takes our responsibility to engage and develop our employees seriously. We carry out a range of activities to facilitate this, including:

- All employees are appraised each year and agree objectives and a development plan with their line manager.
- Meetings are held at Directorate, Department, team and individual level with 'all employee' events each quarter.
- Our brand values are 'Approachable, Inspiring and Responsive'.
- We are committed to promoting diversity and inclusion across all our activities. A cross BFI representative steering group assists us plan and monitor our initiatives.
- We provide a range of wellbeing initiatives. As part of our mental health wellbeing strategy we have Mental Health 1st Aiders at each main site, we took part in the MIND Wellbeing Index in 2017/18 and run regular workshops and initiatives
- We regularly review our staff engagement strategies to see how we are doing

4. The BFI

The BFI is an internationally recognised cultural body, and the lead organisation for film in the UK. We are a Government arm's-length body and distributor of Lottery funds for film. We serve a public role which covers the cultural, creative and economic aspects of film in the UK. The BFI delivers this role:

- As the UK-wide organisation for film, a charity core funded by Government
- By providing Lottery and Government funds for film across the UK
- By working with partners to advance the position of film in the UK.

Our ambition is to create a flourishing screen environment in which innovation, opportunity and creativity can thrive by:

- Connecting audiences to the widest choice of British and world cinema
- Preserving and restoring the most significant film collection in the world for today and future generations
- Championing emerging and world class filmmakers in the UK - investing in creative, distinctive and entertaining work
- Promoting British film and talent to the world
- Growing the next generation of filmmakers and audiences

Founded in 1933 the BFI is a registered charity governed by Royal Charter. The BFI Board of Governors is chaired by Josh Berger CBE.

In November 2016 we launched [BFI2022](#), our strategic plan for film for 2017-2022. It focuses on the future, with three core priorities to support Future Talent, Future Learning and Skills, and Future Audiences.

The new strategy builds on the successes and direction of our previous five-year plan - *Film Forever* (2012-2017).

5. **The Role**

Job Description

Directorate:	Programme
Department:	Conservation
Role:	Video Conservation Specialist
Grade:	2A
Accountable to:	Video Conservation Team Leader
Location:	BFI National Archive, Berkhamsted
Main contacts:	Video Conservation Technical Leader, Curatorial, Collections Access and Care.

Main Aims

Examination, identification and determination of conservation needs across the entire range of video materials. Carry out videotape replay work, producing master files for digital preservation and entry of relevant data into BFI systems. Process acquisition of high quality television programmes, including quality control.

Key Responsibilities

- Engage in all technical operations for television and video conservation projects concentrating mainly on legacy video format replay and digitisation, with preparation and conservation of analogue and digital video materials carried out as required.
- Examine, inspect, compare and technically identify video tape materials to ensure that they are replayed to the highest possible standards and documented from a technical and editorial perspective, including direct entry of information to the Collections Information Database.

- Provide technical expertise in digitising all aspects of analogue and digital video playback. This will feed into the BFI's media asset management systems via a number of dedicated high performance work stations, which are linked to the BFI's Digital Preservation Infrastructure (DPI).
- Utilise a range of digital tools, including the Collections Information Database (CID) and Workflow software as the mechanisms for entering and updating metadata, and for driving preservation and access work through the Archive.
- Work with other colleagues to provide technical advice on the condition and suitability of archive material for any required process.
- Assign and amend status applied to holdings and update the CID database.
- Contribute to any activities undertaken at the Conservation Centre when required, to ensure best collections care and delivery of services to clients.
- Video Conservation Specialists are required to have a good working knowledge of computer based systems and media file formats, and will move between tasks as and when required.
- Provide cover for other colleagues, participate in projects and initiatives team meetings, planning, staff development and team building events, as required.
- Abide by all safe working practices and in particular those which relate to handling legacy video tapes.
- To carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'.
- To be a supportive and good team player, supporting others where you can, and actively participating in team meetings, events and the induction and training of new team members.
- To promote and support diversity and inclusion in all activities
- To be an ambassador for the BFI through maintaining a professional approach at all times.

- The post holder must at all times carry out their responsibilities with due regard to the BFI's policies and procedures
- To undertake any other activities that may be reasonably required.

Job descriptions are reviewed annually by the post holder and the line manager as part of performance reviews to ensure that they remain current

Person Specification

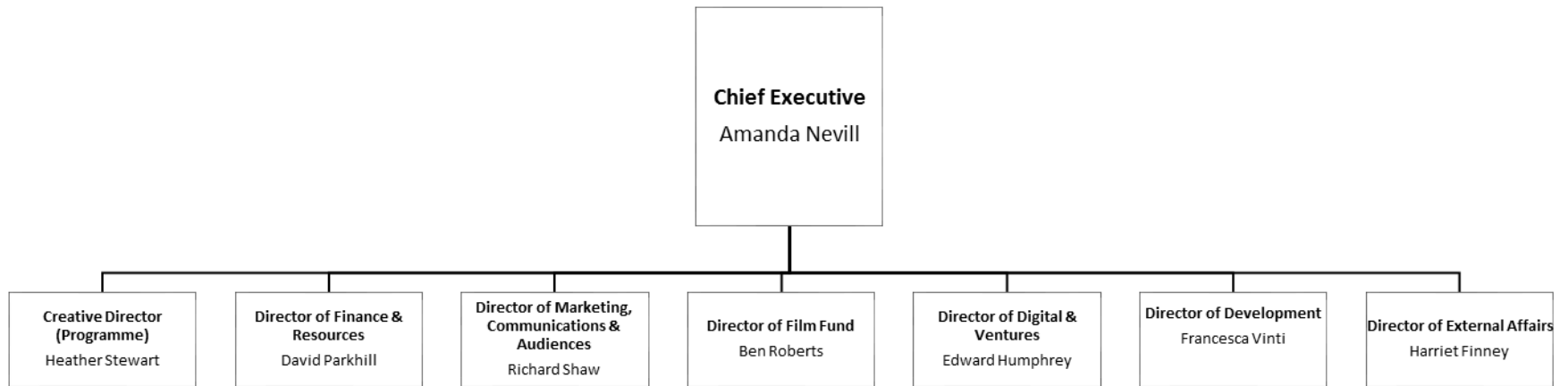
Minimum Requirements

- Minimum GCSE Maths and English or substantial relevant experience, preferably working with broadcast or professional video.
- A good knowledge and demonstrable experience of using computer based systems, media file formats and media players.
- A good understanding of the technical processes involved in digitising analogue and digital video material, and the particular challenges associated with legacy video formats and digital preservation.
- Able to work constructively, proactively and flexibly both as an individual and as a part of a team; helps develop the team by sharing information and knowledge; supports and assists other team members to achieve team goals.
- Able to move between functions and learn new skills and acquire new knowledge. Able to train others to a high standard and impart knowledge.
- Contributes to problem solving to identify and implement solutions to help achieve team goals
- Strives to achieve high standards; accepts and offers constructive feedback from and to colleagues at all levels and is open to self-development and training.
- Good organisational skills with the proven ability to meet deadlines and targets whilst working in a busy environment.
- Good working knowledge of Adobe Creative Cloud software (Premiere) and Microsoft Office
- Good communication skills with the ability to deal effectively with people at all levels
- Excellent attention to detail
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'

- An applied demonstrable commitment to the principles of diversity and inclusion whilst carrying out all responsibilities
- A proven track record of working as a supportive team member
- The ability to develop and maintain good working relationships with BFI colleagues, partners and stakeholders
- A commitment to continual professional development

August 2018

6. BFI Executive Structure:



7. Conservation Department Organisation Chart

