



Welcome to our information pack  
for the post of:

Special Collections Coordinator (0.6 FTE)  
Fixed term until 31 March 2018

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

1.	Welcome and how to apply:	Page 2
2.	The advert	Page 3
3.	The package Plus link to our <a href="#">2015/16 BFI Annual Review</a>	Page 4
4.	The BFI	Pages 5 - 6
5.	The role	Pages 7 - 9
6.	BFI Executive Organisation Chart	Page 10
7.	Curatorial Organisation Chart	Page 11

Welcome to our information pack for the post of:

Special Collections Coordinator (0.6 FTE)

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 Special Collections Coordinator 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. This includes our equality & diversity monitoring form.

You will not be able to upload additional documents as part of the online application process so please ensure all information requested is included clearly.

Please submit your online application by midnight 26 November 2017.

First interviews will be held during the w/c 4 December 2017.

If you have any questions or want to discuss the post please contact me:  
[nathalie.morris@bfi.org.uk](mailto:nathalie.morris@bfi.org.uk).

Again, many thanks for your interest and I look forward to receiving your application.

**Nathalie Morris**  
Senior Curator Special Collections

## 2. Job Advert

### BFI Special Collections Coordinator (0.6 FTE)

Salary £23,199 - £27,141 per annum (pro-rata)

The BFI is the lead organisation for film in the UK. We are a Government arm's length body and distributor of Lottery funds for film.

We are looking for a Special Collections Coordinator to join our Curatorial team. You will be working part time on a fixed term contract managing research access and assisting curators in acquiring, researching and conserving the BFI's special collections.

The successful candidate will have experience of working in an archive, library or museum environment, in a customer-facing role having dealt with the management of research enquiries and appointments.

Based in Central London, you will enjoy benefits such as our pension scheme, 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](http://www.bfi.org.uk/about-bfi/job-opportunities).

The closing date for applications is 26 November 2017.  
Interviews will be held w/c 4 December 2017.



*We support diversity and inclusion*

### 3. The package - salary and benefits

All roles at the BFI are individually evaluated. Each pay scale comprises of 5 points, with a 4% increase between each point. Incremental advancement is performance based which is assessed each year. Each year a 4% increase can be gained until the maximum point of the salary scale is reached. This role is graded at Level 2A and the salary points for this grade as at 01 November 2016 are:

£23,199 (minimum)  
£24,126 (point 2)  
£25,092 (point 3)  
£26,097 (point 4)  
£27,141 (maximum)

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.

#### Staff Benefits

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

- BFI pension scheme
- 28-33 days annual leave
- Free tickets to BFI Southbank events plus access to other BFI Events
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- Childcare Voucher scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% staff discount on all food across BFI Benugo outlets, and 20% staff discount on alcohol
- 70% staff discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore
- 40% staff 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.*

## Staff Engagement

The BFI takes our responsibility to engage and develop staff 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 regularly at Directorate, Department, team and individual level with 'all staff' events from time to time
- A staff engagement survey is conducted regularly 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 film 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 film makers in the UK - investing in creative, distinctive and entertaining work
- Promoting British film and talent to the world
- Growing the next generation of film makers 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

**Department:** Curatorial Unit (Special Collections)

**Post:** Special Collections Coordinator

**Grade:** 2A

**Accountable to:** Special Collections Senior Curator

**Main contacts:** Special Collections and other Curatorial staff; Library staff; Design Studio; Webteam; Southbank Technical team; Vaults and Despatch staff; collection donors; researchers and other members of the public.

**Location:** This post is based in Central London but some travel to our Archive in Berkhamsted may also be required.

**Main Aims:** To manage Special Collections research access. To assist Special Collections curators in acquiring, researching, preserving and providing access to the collections through retrieval, cataloguing, facilitation of exhibitions and loans, and digitisation.

### Key Responsibilities:

To deal with written, telephone and in-person enquiries regarding all parts of Special Collections, to oversee all research access requests and refer other requests to appropriate curators or departments.

To manage the systems for booking research appointments, assist and supervise researchers, and co-ordinate the punctual retrieval and return of research materials to and from the Special Collections paper store at Berkhamsted.

To assist curators in the research, preparation and administration of displays and exhibitions, both internal and external. To liaise with design and technical team and co-ordinate operations around installation and take-down.

To add, update and amend Collections Information Database data.

To research, compile and curate guides to the collections for research purposes.

To be involved in presentations and displays for visitors to our Central London and Berkhamsted sites.

To contribute ideas for cataloguing and digitisation priorities, to participate in the planning of projects, exhibition and other collections-based outputs, and to carry out research and write copy as required.

To sort, digitise (including use of Photoshop where appropriate) and catalogue materials from across Special Collections and to undertake basic preservation and collection care work. To coordinate and prioritise digitisation workloads in line with the demands of the BFI cultural plan.

To carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'.

To be 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.

To become familiar with and adhere to BFI policies and procedures.

To undertake any other activities that may be reasonably required.

**NB** This post requires the lifting and handling of materials.

### **Person Specification**

Minimum Requirements:

- Educated to degree level or equivalent, with excellent verbal and written communication skills.
- Demonstrable experience of working in an archive, library or museum environment, with experience in a customer-facing role including the management of research enquiries and appointments.
- A competent user of Microsoft Office.
- Knowledge and experience of using automated archive systems or information databases.

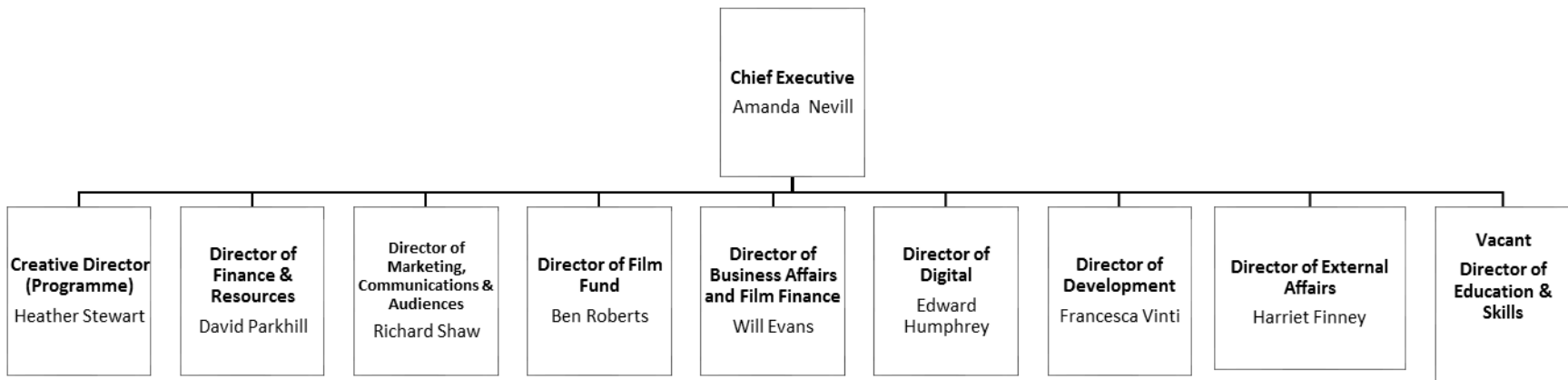


- Demonstrable knowledge of, and a high level of interest in, British cinema and television.
- Experience or demonstrable knowledge of the correct handling of archival paper materials.
- Strong interpersonal and communication skills with the ability to work well both individually and as part of a team, with 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
- Excellent organisational skills with the ability to prioritise and the proven ability to manage and meet deadlines.
- A demonstrable commitment to providing a high level of customer service, with the ability to gain immediate professional credibility and confidence with collections users and donors.
- Knowledge of and experience in scanning and digitisation (preferably of archival materials) and adding metadata to catalogue records. Experience of using Photoshop or similar.
- Attention to detail and the patience to carry out work to a consistently high standard.
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'
- A commitment to continual professional development.

*The postholder must at all times carry out his/her responsibilities with due regard to the BFI's Policies and Procedures.*

October 2017

6. BFI Executive Structure:



## 7. Curatorial Organisation Chart

