

## **Welcome to our information pack**

### **Senior Film Programmer – BFI London Film Festival Fixed term employed role until 31 March 2023**

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)

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**Welcome to our information pack:**

## **Senior Film Programmer – BFI London Film Festival Fixed term employed role until 31 March 2023**

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 Senior Film Programmer – London Film Festival (LFF) will play a crucial role in ensuring 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 diversity & inclusion monitoring form.

Please submit your application by **Wednesday 29<sup>th</sup> January 2020**.

If you experience any technical difficulties or require any support due to a disability to complete our application process please contact the Human Resources Team by email: [opportunities@bfi.org.uk](mailto:opportunities@bfi.org.uk) or by telephone: 0207 957 3207 during office hours who will be happy to help. *NB. Please be aware that Google Chrome users may experience technical issues when submitting your application online and you are recommended to use an alternative browser.*

If you are an internal applicant working at the BFI please apply via 'MyBFIAccount' to submit an application.

First interviews will be held on **Thursday 6<sup>th</sup> February 2020**

If you have any questions or want to discuss the post prior to applying please contact the Festivals Team Coordinator [zoe.kandyla@bfi.org.uk](mailto:zoe.kandyla@bfi.org.uk) to arrange a chat with me.

I very much look forward to receiving your application.

**Tricia Tuttle**  
**Director, BFI Festivals**

## 2. Job Advert



### **Senior Film Programmer – BFI London Film Festival** **Fixed term employed role until 31 March 2023**

**Salary £36,024- £42,570 plus generous benefits package**  
**We support flexible working**

We are seeking a Senior Film Programmer who will lead the London Film Festival (LFF) programme team, and work together with curatorial teams across our new strands of programming. You will be responsible for leading a team of internal film programmers and also an extended group of external curatorial advisors to deliver an exemplary international programme that is diverse, informed, and cine-literate, whilst also welcoming to a wide range of audiences. The role encompasses significant stakeholder relationships and team management, and we are seeking a programmer who is knowledgeable, curious, passionate, and an effective leader who can creatively enable those who report to them.

You will work closely with the BFI Festivals Director and the Programme Manager, and will appoint and manage a team of freelance curatorial consultants, playing a key role in the ongoing development of LFF as a major international Festival delivered to an exemplary standard.

You will have worked in programming within film festival environments or related fields for five years and will have gained leadership experience for at least two of those years. You will have gained an excellent knowledge of international cinema and will have a proven track record of overseeing effective, collaborative working across a range of teams.

Based at BFI Southbank, 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](http://www.bfi.org.uk/about-bfi/job-opportunities).

The closing date for applications is **Wednesday 29<sup>th</sup> January 2020**  
First interviews will be held on **Thursday 6<sup>th</sup> February 2020**



*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 3A and the salary range is £36,024 to £42,570. A pay award is pending for 2019/20.

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.

After successfully completing our 6 months' probation period you will progress to the spot rate for the role at £39,360 (if not appointed at that rate or higher).

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, 4 weeks paid parental leave and enhanced shared parental pay
- We promote and support flexible working
- Our Employee Assistance Programme provides advice and support for employees and their close family members across all life events
- Free tickets to BFI Southbank screenings and events plus access to other BFI Events and Film Festivals (the London Film Festival and FLARE)
- 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.*

## **4. The BFI**

### **4.1 Who we are**

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, heritage 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.

[BFI2022](#) is our strategic plan for film for 2017-2022. It focuses on our three core priorities to support Future Talent, Future Learning and Skills, and Future Audiences. The strategy builds on the successes and direction of our previous five-year plan - *Film Forever* (2012-2017).

### **4.2 Diversity & Inclusion**

We welcome applicants from all backgrounds.

Our aim is for our workforce to be diverse and representative of the communities we work with, and that our opportunities are open to all.

- We are committed to promoting diversity and inclusion across all our activities.
- We are Stonewall Champions. Stonewall works for equality and justice for lesbian, gay, bi and trans individuals.
- Our mean gender pay gap was 0% as at 31 March 2019
- We are a Disability Confident employer, accredited by Jobcentre Plus.

- Our two areas of under-representation are BAME re ethnicity and disabled people. To encourage applications from both communities, all candidates who meet our job specification minimum requirements for the role they have applied to are invited to stage 1 of our selection process.
- We are members of the Employer's Network for Equality and Inclusion.
- We are members of the Southbank Employers Group, a partnership with a long-term commitment to improving the everyday experience of the area for employees, visitors and residents alike.

### **4.3 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 provide a range of wellbeing initiatives. As part of our mental health wellbeing strategy we have Mental Health First Aiders at each main site and we have signed the 'Time to Change' pledge to reflect our commitment to health and wellbeing.
- We regularly review our staff engagement strategies to see how we are doing

## 5. The role

### Job Description

<b>Department:</b>	Festivals
<b>Directorate:</b>	Programme
<b>Post:</b>	Senior Film Programmer, BFI London Film Festival
<b>Grade:</b>	3A Three Year Contract from April 2020
<b>Accountable to:</b>	Festivals Director
<b>Main contacts:</b>	Programme Manager (Festivals), programme colleagues (including Industry, Series/Episodic and XR/New Forms Programmers), Events Manager, Filmmaker Guest Services, Marketing Manager, PR Manager, Social Media Marketing Advisors, digital editorial teams, distributors, sales agents, filmmakers
<b>Responsible for:</b>	Film Programmers (excluding Industry, Series/Episodic and XR/New Forms Programmers), consultants and advisors as contracted for film programme (c30).

### Main Aims:

Reporting to the BFI Festivals Director you will play a key leadership role in shaping the film programme of BFI London Film Festival. Working to the strategic vision for the Festival, you will manage the internal film programme team and external programme contributors to deliver a Festival of films and events that differentiates the BFI in terms of quality and relevance to global dialogue and debate around the moving image.

You will bring demonstrable expertise and experience in leading curatorial teams to deliver programmes that are lively and inclusive whilst also being mindful of working responsibly within budgets and maximising sales revenue.

You will also work alongside internal colleagues curating series, new forms, and public and industry events to ensure the strategic creative vision for LFF is implemented across the Festival. You will act as the creative lead for the team in liaison with digital, marketing and press colleagues to convey the film programme, thinking about how to reach audiences. You will do this in close collaboration with the Programme Manager who will lead on process and the operational side of securing the film programme.

This role will also work with the Festivals Director to explore partnership and digital programming strategies to reach audiences outside of London.

**Key Responsibilities:**

**Programme:**

Work alongside the Festivals Director, Programme Management and programmer colleagues to identify and secure films and events for BFI London Film Festival, including:

- Leading the team to efficiently track the new work of alumni filmmakers, maintaining direct contact and cultivating long-standing relationships on behalf of the Festival.
- Supporting the Festivals Director and the Programme Manager to maintain strong relationships with UK distributors, attending where relevant early year meetings to understand slates and priorities. Post-Festival, ensure distributor evaluation feedback is considered in following year.
- Supporting the Programme Manager, play an active role in engaging with Sales Agents, Archives, Cultural Institutions, Production Companies and other content providers to build partnerships and secure content for the programme of films and public and industry events programme.
- Attending film festivals and events to view films and help to build and maintain research on upcoming work, including taking meetings with filmmakers and film production and sales companies where required.
- Ensuring timely tracking of viewing/reporting on Festival attendance when programmers and external advisors represent BFI at Festivals.
- Working with Programme Manager and their direct reports to ensure that all programme records are entered and maintained in appropriately detailed and accurate databases, managing programmers to do the same.
- Work closely with Festivals Director and Guest Services colleagues to identify priority filmmaker guests for the Festival.
- Work alongside the Festival Director, Events Manager and Industry Events Programmer to identify speakers and potential partners for Screen Talks and other industry and audience facing talks.



- Liaise with BFI Education teams to identify appropriate films and speakers for LFF Education screenings and events.
- Take a leadership role in creative collaboration with Episodic/Series, Industry and New Forms programmers to ensure an integrated and coherent approach across all programming, one that delivers against the strategic vision of the Festival.
- Take a leading role in the development and delivery of the programme digital strategy in collaboration with the BFI Digital team, Artistic Director and with input from programme team.
- Lead the programme team on advisory classifications for films
- Lead the programme team to identify films which might be best for accessible screenings programming.

### **Leadership & Team Management**

- To manage and develop team members as per the BFI's Performance Management Scheme – ensuring that all team members have access to regular individual and team meetings, have agreed objectives which they are appraised against and developed to meet. To work with Human Resources to ensure that opportunities for development are identified and any performance challenges are resolved early.
- Recruit and manage the internal film programmers and external programme advisors and contributors ensuring that we give meaningful space to diverse voices and perspectives, and develop robust strategies and guidelines for inclusion.
- Explore ways of nurturing curatorial talents through learning and development activities to deliver richly creative and diverse programmes which are relevant to BFI's strategic audiences.
- To ensure that the team (employed and freelance) are engaged and well informed regarding the Directorate's initiatives and the team's activities and targets and what is expected from them both in delivery of their objectives and behaviours, including when representing the BFI.
- To encourage and develop cross team working and collaboration between the team, and when working across the BFI, with external partners and stakeholders.
- To manage the budget, ensuring that the BFI's Financial Procedures are followed for the management of all assets, including for the external programme advisor budgets for fees and travel.

- To provide regular management reports, including financial.

### **Audiences - Editorial, Press and Marketing**

- Lead the film programme team to produce editorial content, including written copy for programme guides and website. Ensure all contributors know what is expected and have the support needed to deliver editorial contributions of a high standard.
- Work with the Festivals team and programming contributors to create screening schedules for the Festival, ensuring scheduling maximises audiences and is informed by venue reporting and modelling provided by the Head of Business and Operations and Festival Producer.
- Working closely with the Festivals Director, take a lead role in the Festivals marketing and communications strategy in collaboration with the BFI's Marketing Team.
- Host informed and accessible on-stage introductions, Q&As and panel discussions with filmmakers and industry guests and ensure that all such events are delivered to a high standard.

### **Other**

- Contribute to the development and delivery of BFI Festivals and Cinemas sponsorship and funding strategy in collaboration with the BFI Development and Sponsorship team.
- Engage with post-Festival evaluation and contribute to the strategic development of the Festival.
- Be an ambassador for the BFI and maintain a professional approach at all times
- Create and maintain good working relationships with all BFI colleagues
- To promote and support diversion and inclusion in all activities

*The post holder must at all times carry out their responsibilities with due regard to the BFI's policies and procedures*

*Undertake any other duties that may be reasonably required*

## **Person Specification**

### **Minimum Requirements:**

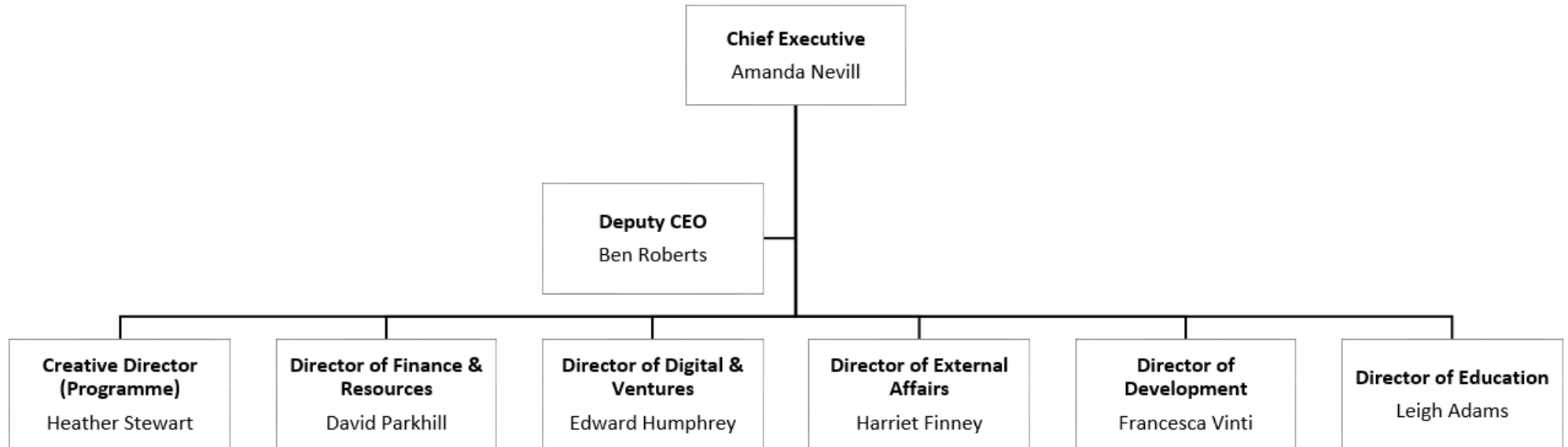
- Minimum GCSE or equivalent Maths and English qualification
- Five year's relevant leadership experience in a film festival environment or related film exhibition context
- Strong international knowledge of contemporary film, television and moving image with historical knowledge an advantage
- Demonstrable experience of leading a team to deliver large scale creative and/or curatorial projects or Festivals
- Good team player with an understanding of the complexities and challenges of large-scale organisations;
- Excellent communication and presentation skills (both written and oral) with the proven ability to liaise effectively across an organisation and with stakeholders and external agents and engage with live audiences
- The ability to gain immediate professional credibility and confidence with clients and external agencies
- Sensitivity in dealing with confidential information, and diplomacy in working across multiple stakeholders.
- The aptitude to carry out all activities supporting our brand values of 'Approachable, Inspiring and Responsive'
- A proven track record of promoting and supporting diversity and inclusion
- Strong knowledge of and contacts/network within the UK and international film and cultural sectors
- Good organisational skills with the ability to prioritise and to manage and meet deadlines
- Computer literate with a good working knowledge of Microsoft Office;
- Experience of providing operational progress reports and financial reporting
- Ability to work on your own initiative in a systematic and pragmatic manner;
- A commitment to continual professional development;

*The post holder must at all times carry out their responsibilities with due regard to the BFI's Policies and Procedures.*

*Job descriptions are reviewed annually as part of performance reviews to ensure they remain current*

January 2020

## 6. BFI Executive Structure:



## Programme Directorate, Senior Team

