

Welcome to our information pack

Festivals & Events Producer

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:

Festivals & Events Producer

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 Festivals & Events Producer 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 **Friday 31 January 2020**.

If you experience any technical difficulties or require reasonable adjustments for the application process please contact the Human Resources Team during office hours by email: opportunities@bfi.org.uk or telephone: 0207 957 3207 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.

If you are a BFI internal applicant please click on 'Internal Recruitment Opportunities' via My BFI.

First interviews will be held on **Wednesday 12 February 2020**.

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

I look forward to receiving your application.

Jen Sobol
Head of Futures & Skills

2. Job Advert



Festivals & Events Producer

Salary £29,055- £34,338 plus generous benefits package
We support flexible working

We are seeking a Future Film Events Producer to work with the Future Film Manager to programme all Future Film and Festival Education events to ensure they are meeting the strategic aims of the BFI, specifically in regards to developing a programme of UK wide Future Film and Festival Education events.

The successful candidate will work with the Future Film Co-ordinator to ensure administrative support and on the day successful delivery of all Future Film and Festival Education events, whilst continually supporting the growth and diversity of audiences.

They will have excellent communication skills and will be highly organised, with the ability to manage a heavy and varied workload especially in relation to multiple events management.

Based at BFI Southbank & BFI Stephen Street, 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 **Friday 31 January 2020**.
First interviews will be held on **Wednesday 12 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 2B and the salary range is £29,055 to £34,338.

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 candidates will progress to the spot rate for the role at £31,743 (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 key 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

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.

[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).

Diversity & Inclusion

We welcome applicants from all backgrounds.

We want to make sure our workforce is diverse and representative of the communities we work with, and that our opportunities are open to all.

- We are Stonewall Champions. Stonewall works for equality and justice for lesbian, gay, bi and trans individuals.
- 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.

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.
- Our mean gender pay gap was 0% as at 31 March 2019.
- We are a disability confident employer.
- 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.
- We regularly review our staff engagement strategies to see how we are doing

5. The Role

Job Description

Directorate: Education

Department: Development & Partnerships for Education & Skills

Role: Festivals & Events Producer

Grade: 2B

Accountable to: Future Film Manager, Festival & Priority Audiences

Location: BFI Southbank / Stephen Street

Main internal contacts: Head of Futures and Skills; Director of Education; Education and Skills team; BFI Festivals Team, BFI Southbank Programming and Events team, Marketing and Communications; Film Fund; Box Office and Visitor Services, Technical Services, Webteam

Main external contacts: Young people, Education providers; Film Industry, arts and charitable organisations, FAN Network and BFI Film Academy delivery partners, Into Film, Screen Skills

Main Aims

- To produce and deliver all venue based events for the BFI Education and Skills for 16-25 year olds, including the annual BFI Future Film Festival, monthly Lab events and Quarterly Scene events
- To produce and deliver the successful delivery of London Film Festival and Flare Education events
- To support the continued growth and diversity of audiences at BFI Future Film and Festival Education Events
- To assist coordination of the BFI Film Academy course
- To provide support to other education and skills programmes where time permits

Key Responsibilities

- Work with Future Film Manager and Head of Futures and Skills and other team members to programme Venue based events (Labs, Scene, Future Film Festival and Festival Education programmes), inputting both on curation and leading on logistics to meet the overall aims and objectives for the work.
- Build partnerships and develop relationships with local and UK-wide organisations that work with young people to enable the programme to grow its scale of activity, particularly the BFI Film Audience Network
- Responsible for event logistics including drafting procedure sheets; organising guestlists; organising catering; liaising with BFI tech team as required
- Coordinate and book all speakers, hosts and workshop leaders for events. Ensure speakers and other invited guests are well informed and prepared prior to the event and made comfortable and feel looked after at the event
- Obtain on screen materials and other supporting events assets and ensure BFI Tech team receive all tech requirements in a timely fashion
- Deliver events on the ground and on the day which includes introducing events and hosting Q&A
- Ensure each event is evaluated through attendee surveys and that audiences are monitored in terms of numbers and diversity
- Assist in budget management and ensure event costs are tracked and within budgets.
- Produce copy and source images for all events communications including BFI website, monthly BFI Programme, fliers and social media
- Proof read all events communication and ensure all events communications are delivered on time including websites, programmes and fliers, e-invites and e-fliers
- Oversee Future Film Social Media on Facebook and Instagram and ensure BFI Social Media team and events partners are cross posting across platforms and social media channels
- Oversee and brief photographers for Festival Education programmes, and ensuring swift return of photographs for use on website and social media.
- Manage selection process of short film submissions to Future Film Festival and awards decision making process
- Maintain and update accountability processes internal to BFI such as KPIs and input to strategic planning processes as appropriate

- Ensure all speakers invoices are paid on time
- Ensure Labs and other events as required are filmed and livestreamed

Approach:

- 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.
- 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.

Festivals & Events Producer Person Specification

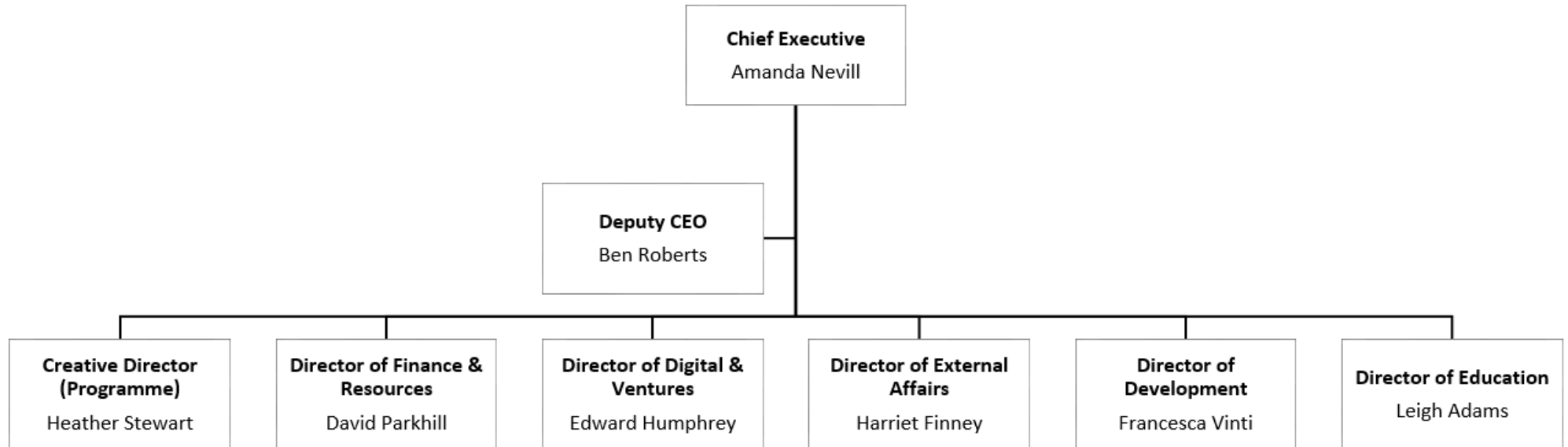
Minimum requirements:

- Demonstrable experience in an events producing role
- Experience of working with young people directly or delivering a programme for young people (15-25 year olds)
- Experience of organising, budgeting, and managing educational activities or events
- Strong presentation and public speaking skills
- Highly organised with the ability to manage a heavy and varied workload especially in relation to multiple events management and able to prioritise effectively
- Strong communication skills (both written and oral) and stakeholder management experience and ability to work with multiple partners in a persuasive, flexible and articulate manner
- Excellent written communication skills with the ability to write copy for newsletters and leaflets and to target style and tone of materials to meet the needs of diverse audiences
- Experience of posting to and maintaining social media channels including Facebook and Instagram
- Experience of using and maintaining a range of databases, spreadsheets and records.
- Good IT skills with ability to produce planning documents, management information and presentations as required
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'
- A proven track record of promoting and supporting diversity and inclusion
- Experience of working as a supportive team member

- The ability to develop and maintain good working relationships with BFI colleagues, partners and stakeholders
- Good organisational skills with the proven ability to meet deadlines and targets whilst working in a busy environment.
- A competent Microsoft Office user
- A commitment to continual professional development
- Be DBS cleared or willing to undertake a DBS check upon appointment
- Willingness to work on weekends and extended working hours, along with travel across the UK and occasionally abroad.

January 2020

6. BFI Executive Structure:



7. Development & Partnerships for Education & Skills: Department Organisation Chart

