



**Welcome to our information pack  
for the post of:**

**Events and Production Assistant  
BFI FLARE: London LGBT Film Festival  
(Fixed term from 6 March to 3 April 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)

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**Welcome to our information pack for the post of:**

**Events and Production Assistant - BFI FLARE: London  
LGBT Film Festival**

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 Events and Production Assistant 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 30 January 2018.

First interviews will be held week commencing 12 February 2018.

If you have any questions or want to discuss the post please contact Zoe Kandyla, Festivals Team Coordinator ([Zoe.Kandyla@bfi.org.uk](mailto:Zoe.Kandyla@bfi.org.uk)).

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

**Tricia Tuttle**  
**Artistic Director, Festivals**

## 2. Job Advert

### Events and Production Assistant - BFI FLARE: London LGBT Film Festival

**Salary £21,747 - £21,888 plus generous benefits package**

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 an Events and Production Assistant to join us on a fixed term basis to support the logistical preparation, guest list activities and on-site event delivery for cinema events, club nights and live performances at BFI Flare: London LGBT Film Festival.

The Events and Production Assistant will provide production support to the Festivals Producer for key Festival cinema presentations and hospitality events, as well as support the Senior Industry Coordinator with the delivery of Industry events to accredited delegates.

The successful candidate will have experience working in an event delivery support role, preferably at a film festival or in a similar high-volume cultural events environment. You will be a competent Microsoft office user, with experience using databases.

Based in Central London, you will enjoy benefits such as our pension scheme, excellent family support, 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 30 January 2018.

First interviews will be held on week commencing 12 February 2018.



*We support diversity and inclusion*

## **2. The package - salary and benefits**

All roles at the BFI are individually evaluated.

This post is evaluated at 1B Grade:

£21,747 (point 4)

£21,888 (point 5)

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 paid annual leave (excluding Bank Holidays)
- Support for working families: generous contribution to childcare costs; childcare vouchers; enhanced maternity, paternity and shared parental pay
- Employee Assistance Scheme covers you and your key family members across all life events
- We promote and support flexible working
- 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% 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
- 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**

<b>Directorate:</b>	Programme
<b>Department:</b>	Festivals
<b>Job Title:</b>	Events and Production Assistant - BFI FLARE: London LGBT Film Festival
<b>Level/Grade:</b>	1B
<b>Accountable to:</b>	Events and Production Manager - BFI FLARE: London LGBT Film Festival
<b>Location:</b>	London - Southbank

### **Main Aims:**

Support logistical preparation, guest list activities and on-site event delivery for cinema events, club nights and live performances at BFI Flare: London LGBT Film Festival. Provide production support to the Festivals Producer for key Festival cinema presentations and hospitality events. Support the Senior Industry Coordinator with delivery of Industry events to accredited delegates.

### **Key Responsibilities:**

Provide office-based administrative support during event pre-production, including updating information documents, Excel spreadsheets and the Festival database; sending mail-outs and collating guest list RSVPs; ordering event supplies; photocopying handouts and schedules; and completing other basic support tasks as required.

Work closely with the Events and Production Manager to ensure all event content and materials, including moving image clips, are sourced in good time and meet appropriate technical presentation requirements.

Provide a welcoming and smooth arrivals experience for event contributors and Club Night DJs, including booking car and train transport, greeting contributors on arrival at rehearsals and live events, providing refreshments, helping contributors to set-up, and ensuring guests receive the correct complimentary tickets.

Support the set-up, delivery and de-rig of DJ club nights and in-cinema panel events, clip shows and musical performances during the Festival, including liaising with technicians, Front of House colleagues, external suppliers, BFI Security and building cleaners, as directed by the Festivals Producer, Events and Production Manager and Senior Industry Coordinator.

Provide basic technical support for Industry event contributors with laptop presentations in the Festival Delegate Centre, using the in-house conference projectors, microphone system, and room lighting.

Liaise with the Volunteers Coordinator regarding event schedules and provide clear instructions to volunteers assigned to support events.

Operate in accordance with event schedule constraints, H&S requirements and BFI policies at all times, and immediately elevate any concerns to the Events and Production Manager or Festivals Producer.

Keep clear digital and hard copy records of any invoices or receipts relating to events team financial transactions, and comply with BFI Financial policies at all times.

Deal with customer enquiries regarding BFI Flare events in a polite and friendly manner.

Attend operations meetings as appropriate.

Keep a list of operations feedback points for discussion with the Events and Production Manager at the end of the Festival.

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.

N.B The post holder will need to be flexible as there is a requirement to work outside contracted hours, including some evenings and weekends. This will be planned in advance.

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

## ***Person Specification***

### ***Minimum Requirements:***

- Educated to GCSE Maths and English level or equivalent
- Demonstrable experience working in an event delivery support role, preferably at a film festival or in a similar high-volume cultural events environment.
- A competent Microsoft Office user with a working knowledge of mail-merge systems and processes. Filemaker Pro database experience is desirable, but not essential.
- Some technical experience operating microphones, PA equipment, and conference projectors is desirable but not essential.
- A working knowledge of modern film formats and possible exhibition technical issues would be advantageous.
- Excellent organisational skills and the ability to prioritise and manage conflicting demands, while remaining calm under pressure.
- Good attention to detail.
- Good communication skills with the ability to deal effectively with people at all levels
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'
- A proactive and customer-focused approach, delivered within a best practice framework.
- 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
- Good organisational skills with the proven ability to meet deadlines and targets whilst working in a busy environment
- A commitment to continual professional development



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

***January 2018***

## 6. BFI Executive Structure:

