



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

**DCP Technician
62nd BFI London Film Festival
10 September 2018 to 26 October 2018**

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:

DCP Technician
62nd BFI London 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 DCP Technician 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 Monday 30 July 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 4493 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 week commencing Monday 6 August 2018.

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

I look forward to receiving your application.

Dom Simmons
Head of Technical Services

2. Job Advert



DCP Technician

10 September 2018 to 26 October 2018

Salary £29,055 - £33,996 plus generous benefits package

The LFF DCP Technician is a critical role in the delivery of the BFI London Film Festival. Working with the LFF Content Manager and the LFF Content Administrator they will be responsible for ensuring that all necessary D-Cinema, video and audio content is produced and distributed in a professional, high quality and timely way.

The role requires expert level knowledge of DCI D-Cinema standards, DCP creation hardware and software, expert level knowledge of audio and video delivery systems, a precise eye for DCP Quality Control and the ability to deliver high quality digital content in a fast-changing, time-pressured festival environment.

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.

The closing date for applications is **Monday 30 July 2018**
First interviews will be held on **week commencing Monday 6 August 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 2B and the salary range is £29,055 to £33,996. The pay points on the pay scale are:

£29,055
£30,216
£31,428
£32,682
£33,996

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:	Festivals
Role:	LFF DCP Technician
Grade:	2B
Accountable for:	n/a
Accountable to:	London Film Festival Content Manager
Location:	BFI Southbank
Main internal contacts:	Technical Services, Festivals, LFF Marketing, LFF Education, LFF Events
Main external contacts:	External LFF venues

Main Aims

The LFF DCP Technician is a critical role in the delivery of the BFI London Film Festival. Working with the LFF Content Manager and the LFF Content Administrator they will be responsible for ensuring that all necessary D-Cinema, video and audio content is produced and distributed in a professional, high quality and timely way.

The role requires expert level knowledge of DCI D-Cinema standards, DCP creation hardware and software, expert level knowledge of audio and video delivery systems, a precise eye for DCP Quality Control and the ability to deliver high quality digital content in a fast-changing, time-pressured festival environment.

Key Responsibilities

As part of a the Content team, to ensure that all DCP, video and audio content required for the London Film Festival is produced to world class standards, and delivered to its screening location on schedule.

To create, QC and sign off DCPs for screening in the London Film Festival using professional quality DCP creation tools such as DVS Clipster and easyDCP.

To keep abreast of developments in DCP creation standards, hardware, software and systems to ensure that all DCPs are created to the highest quality and meet all required DCI specifications for transfer and screening.

To work with the LFF Screening Coordination Team on the production of all requisite DCPs for all screenings.

To work with the LFF Marketing and Events Teams to ensure that all Marketing and Event content is produced to a high standard and to schedule across the LFF.

To download, QC, and prepare network delivered content for DCP creation, ensuring that all content is stored securely and in line with the Content Team protocols.

To maintain close working relationships and with external clients and filmmakers, ensuring sustained communication to guarantee transcoded content is delivered to screen in the manner intended by the content producers.

To assist in designing and providing training in Quality Control processes and procedures for colleagues across the necessary LFF delivery teams.

To work closely with the LFF Content Administrator to ensure that all logs and documentation is correct and up-to-date.

To keep abreast of changes in best practice and technological developments to ensure that BFI thinking and practice is leading edge.

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 through 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

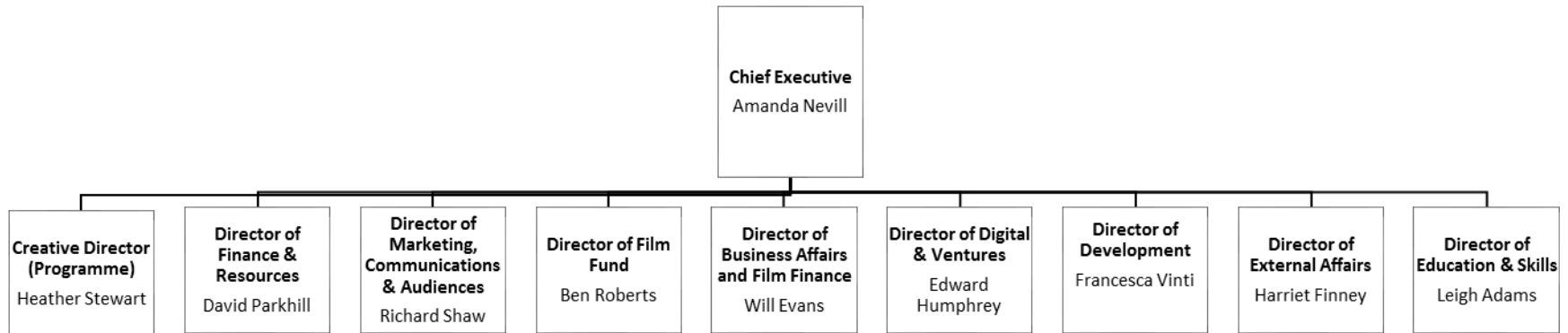
To undertake any other activities that may be reasonably required.

Person Specification

- GCSE Maths and English or equivalent
- Demonstrable experience working in a D-Cinema and video production team in a festival environment.
- Extensive knowledge of the DCI specification, including digital cinema mastering, wrapping, D-Cinema subtitling and DCP package creation and distribution processes.
- Extensive working knowledge of DCP creation hardware and software, particularly DVS Clipster and easyDCP.
- Extensive working knowledge of all aspects of cinema and video screening media, including all video and audio codecs, video, disc and tape formats, framerates, subtitling and aspect ratios.
- Working knowledge of digital cinema projection, digital library systems (TMS), and video projection systems
- Excellent working knowledge of video editing software, particularly Adobe Premiere and Final Cut Pro.
- Excellent working knowledge of encoding and media management software such as Media Encoder and Compressor.
- Proven knowledge of networking, ftp and associated IT skills
- Proven knowledge of data transfer tools, Cloud storage and local storage solutions such as Network Attached Storage devices and RAID storage.
- Experience of working in a cultural organisation, venue or environment.
- Good knowledge of the international film industry and current issues within it.
- Excellent organisational skills
- Excellent operational management skills

- The ability to develop and maintain good collegiate working relationships with BFI colleagues, partners and stakeholders
- Ability to act responsibly under pressure and prioritise tasks effectively.
- Good team player with an understanding of the complexities and challenges of large-scale organisations
- Ability to work constructively, proactively and flexibly both as an individual and as a part of a team
- Ability to work flexible hours, late evenings and weekend working is essential to this role
- Self-motivated and enthusiastic
- Demonstrable commitment to the principles of diversity and inclusion and its practical application and integration in the work environment
- Commitment to continual professional development
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'
- A proven track record of working in a collegiate way
- A competent Microsoft Office user

6. BFI Executive Structure:



7. Festivals Organisation Chart

