



**Welcome to our information pack
for the post of:
Rights & Contracts Officer (0.8 FTE)
(Fixed term until 20 December 2019)**

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:

Rights & Contracts Officer (fixed term until 20 December 2019)

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 fixed term post of Rights & Contracts Officer 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.

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 application by **Sunday 13 January 2019**. If you experience any technical difficulties please contact the Human Resources Team during office hours by email: opportunities@bfi.org.uk or telephone: 020 7957 4706 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 on **Friday 25 January 2019**.

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

I look forward to receiving your application.

Alan Davis
Head of Rights & Contracts

2. Job Advert

Rights & Contracts Officer (0.8 FTE)

Fixed term until 20 December 2019

Salary £29,055 - £33,996 per annum pro rata plus generous benefits package

We are seeking a fixed term Rights and Contracts Officer to work closely with the Head of Rights & Contracts and the other members of the Rights and Contracts Team in connection with new BFI projects, including music rights and publishing and secondary rights, rights and database management, rights acquisitions and sales, as well as maintain good working relationships with stakeholders in other departments, and third-party rights-holders and licensees.

The post holder will be responsible for reviewing, drafting and negotiating contractual provisions, researching, analysing and collating information on rights holdings, as well as managing related contractual matters such as contract amendments, notices, and extensions. This role will also be responsible for maintaining accurate and up-to-date records of BFI rights information.

The successful applicant will have a thorough understanding of film and television industry norms and practices including knowledge of and a commitment to British film and television history, together with the willingness to assist in the development of new initiatives. With excellent contract management, communication, computer (Word and Excel) and organisational skills, it is essential that applicants have knowledge of copyright principles, film and television rights and contracts (including music and guild/union matters). Also preferable are experience in film and television archive and catalogue practices, negotiating rights acquisitions and sales agreements, online rights exploitation and management, as well as in using a rights and contracts or rights and royalties management system.

Based at 21 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 **Sunday 13 January 2019**.

First interviews will be held on **Friday 25 January 2019**.



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 per annum pro rata. The pay points on the pay scale are:

£29,055
£30,126
£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; 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.

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 lesbians, gay men and bisexuals.
- 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 we offer an interview / invite to stage 1 of our selection process to all candidates who meet our job specification minimum requirements for the role they have applied to.
- 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.
- 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: Finance & Resources

Department: Rights & Contracts

Role: Rights & Contracts Officer

Grade: 2B

Accountable to: Head of Rights & Contracts

Location: London

Main internal contacts: Head of Rights & Contracts, R&C Team, Distribution, Sales, Footage Sales, Archive

Main Aims

To undertake internal and external copyright, rights, and holdings research and archive document review to identify copyright status and ownership of film and television titles, music, secondary, and other particular rights.

To analyse and collate information from BFI holdings and third parties for new projects including music rights and publishing, and secondary rights.

To manage and negotiate and adapt templates for rights contracts on the best possible terms, including for renewals, acquisitions, distribution, renewals, sales, production and other ad hoc matters.

To enter agreement terms on the Rights and Royalties database and other BFI databases as required.

Key Responsibilities

To undertake internal and external copyright, rights, and holdings research and archive document review to identify copyright status and ownership of film and television titles, music, secondary, and other particular rights. To analyse and collate information from BFI holdings and third parties for new projects including music rights and publishing, and secondary rights.

To undertake detailed rights research and to create and maintain clear and comprehensive files relating to such research.

To liaise with all BFI departments who hold information and whose needs are to be reflected in contracts and deal terms. This will include Programming, Sales, Distribution, Digital and Video Publishing, Footage Sales, and the Finance Department.

To negotiate best possible terms for rights renewals, acquisitions, and sales within agreed budget parameters as directed by the Head of Rights and Contracts.

To liaise with rightsholders regarding specific deals and contracts.

To adapt BFI templates, draft and negotiate contractual provisions, and comment on third-party agreements for rights renewals, sales, acquisitions, distribution, production and other ad hoc matters.

To enter agreement terms on the Rights and Royalties database and other BFI databases as required and to work closely with the Rights Database Manager to ensure the rights granted are captured accurately.

To play an active role in creating and maintaining good working relationships with key rights holders.

To respond to rights queries and any other related rights and contracts enquiries both internal and external, where appropriate.

Keep accurate electronic and paper files with all relevant documentation retaining to all deal and contractual negotiations.

To provide cover for colleagues as required.

To track progress and provide regular management reports.

To ensure that all assets and resources are well managed and secure.

To create and maintain good collegiate working relationships with other BFI Directorates.

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

To ensure that all BFI financial and procurement rules and procedures are adhered to.

To participate in BFI projects and initiatives as required.

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 be an ambassador for the BFI through maintaining a professional approach at all times.

To promote and support diversity and inclusion through all activities.

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 duties that may be reasonably required.

Job descriptions are reviewed annually by the post holder and the line manager as part of performance reviews to ensure that they remain current

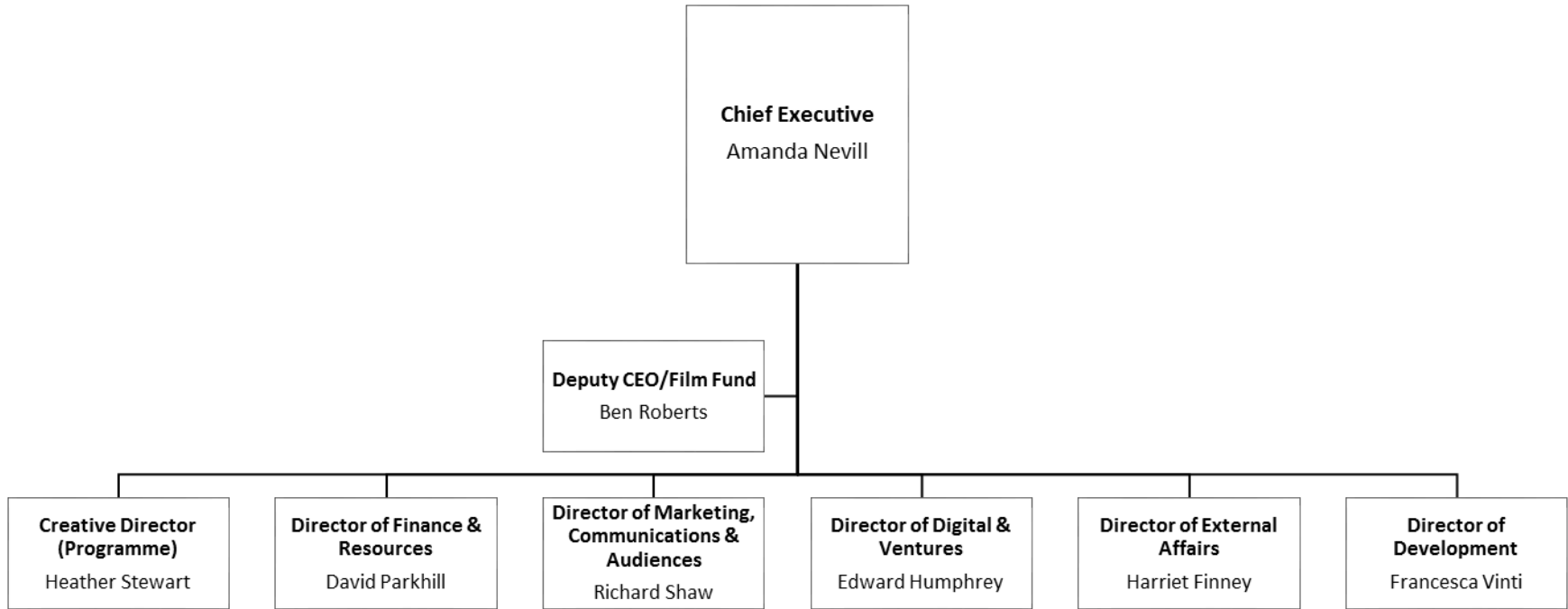
Person Specification

Minimum Requirements

- Educated to degree level or equivalent experience.
- Demonstrable knowledge of and experience in: contract management, copyright law and principles, film and television rights and contracts (including music and guild/union matters), working with Intellectual Property Rights, rights clearance and research.
- Strong research skills; ability to formulate and carry out an effective search strategy.
- Good level of facility with MS Office applications, in particular Outlook, Word, Excel and SharePoint.
- Proven experience of providing detailed progress reports and other reports relating to rights clearances.
- Proven experience of using a rights database or cataloguing system and recording and or correcting information in such systems.

- Good organisational skills with the ability to prioritise and the proven ability to manage and meet deadlines.
- Thorough understanding of film industry norms and practices.
- Knowledge of and a commitment to British film and television history.
- The aptitude to carry out all activities supporting our brand values of Approachable, Inspiring and Responsive.
- A demonstrable commitment to 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.

6. BFI Executive Structure:



7. Rights & Contracts Organisation Chart

