



Welcome to our information pack for the post of:

Special Collections Project Archivist (Stuart Croft Archive)

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:

BFI

Special Collections Project Archivist (Stuart Croft Archive)
(Fixed term for 6 months)

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 Special Collections Project Archivist (Stuart Croft Archive) 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 12 November 2017

First interviews will be held in the week commencing 27 November 2017

If you have any questions or want to discuss the post please contact me on +44 (0)1442 289 141 or Wendy.Russell@bfi.org.uk.

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

Wendy Russell
Special Collections Archivist

2. Job Advert

BFI
Special Collections Project Archivist (Stuart Croft Archive)
(Fixed term for 6 months)

£23,199 - £27,141 per annum (Pro rata)

We are looking for a Special Collections Project Archivist to appraise, catalogue and carry out basic preservation work on the archive of artist filmmaker and educator Stuart Croft (1970-2015). The archive consists of both paper and born digital records. This post will focus on cataloguing the paper elements of the archive, however, some work with the digital records will also be required.

The Special Collections Projects Archivist will carry out research into the work of Stuart Croft and liaise with the donors, as required, to support the cataloguing and creation of metadata.

The successful candidate will have experience working in a relevant archive environment and appraising and cataloguing document archival collections; knowledge and experience of using automated archive systems or information databases; and a demonstrable interest in British film and television and/or artists' moving image.

This post is based primarily at Berkhamsted, but there may be a requirement to carry out some duties and attend meetings in central London. This post requires the lifting and handling of some heavy and bulky materials.

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.

The closing date for applications is 12 November 2017
First interviews will be held in the week commencing 27 November 2017



We support diversity and inclusion

3. The package - salary and benefits

All roles at the BFI are individually evaluated. Each pay scale comprises of 5 points, with a 4% increase between each point. Incremental advancement is performance based which is assessed each year. Each year a 4% increase can be gained until the maximum point of the salary scale is reached. This role is graded at Level 2A and the salary points for this grade as at 01 November 2016 are:

£23,199 (minimum)

£24,126 (point 2)

£25,092 (point 3)

£26,097 (point 4)

£27,141 (maximum)

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

Special Collections Project Archivist (Stuart Croft Archive)

Department: Curatorial Unit (Special Collections)

Post title: Special Collections Project Archivist (Stuart Croft Archive)

Grading: 2A

Accountable to: Special Collections Archivist

Main contacts: Special Collections and other curatorial staff; Berkhamsted vaults and facilities staff; Library and Documentation teams; Collection donors and project funders.

Main Aims:

To appraise, catalogue and carry out basic preservation work on the archive of artist filmmaker and educator Stuart Croft (1970-2015). The archive consists of both paper and born digital records. This post will focus on cataloguing the paper elements of the archive, however, some work with the digital records will also be required.

Key Responsibilities:

To sort and re-house the archive, carrying out basic preservation work as required.

To catalogue the archive to ISAD(G) standards using Adlib collections management software.

To carry out research into the work of Stuart Croft and to liaise with the donors, as required, to support the cataloguing of archive collections and creation of metadata.

To promote the archive and answer collections-based enquiries within agreed timescales.

To facilitate donor access to collections, as required.

To ensure that line managers are briefed on any local developments and to provide regular progress reports.

To keep up to date with best practice and current developments in fields relating to the postholder's duties and maintain contacts within the archive sector.

To provide cover for other colleagues as required.

To be a good team player, support others where you can, and actively participate in team meetings, events and induction of new team members

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

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

To carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'.

To become familiar with and adhere to BFI policies and procedures .

To promote and support diversity and inclusion in all activities.

To undertake any other duties that may be reasonably required.

This post is based primarily at Berkhamsted, but there may be requirements to carry out some duties and attend meetings in central London. This post requires the lifting and handling of some heavy and bulky materials.

Person Specification

Minimum Requirements:

A recognised archival qualification

GCSE English and Maths or equivalent

Experience working in a relevant archive environment with experience of appraising and cataloguing document archival collections.

Knowledge and experience of using automated archive systems or information databases.

An interest in British film and television and/or artists' moving image.

A firm understanding of documentation preservation practices, particularly as they apply to modern archives.

A basic understanding of the issues posed by born digital archives.

Familiarity with current international standards of archival description and a strong knowledge of data protection principles and their practical application.

Excellent organisational skills with the ability to prioritise. The proven ability to work independently and meet deadlines, while retaining an impeccable attention to detail throughout.

Effective verbal and written communication and presentation skills with the ability to deal with staff/customers at all levels.

Good working knowledge of Microsoft Office.

The ability to gain immediate professional credibility and confidence with clients and external agencies.

An applied demonstrable commitment to the principles of diversity and inclusion whilst carrying out all responsibilities.

The ability to develop and maintain good working relationships with BFI colleagues, partners and stakeholders.

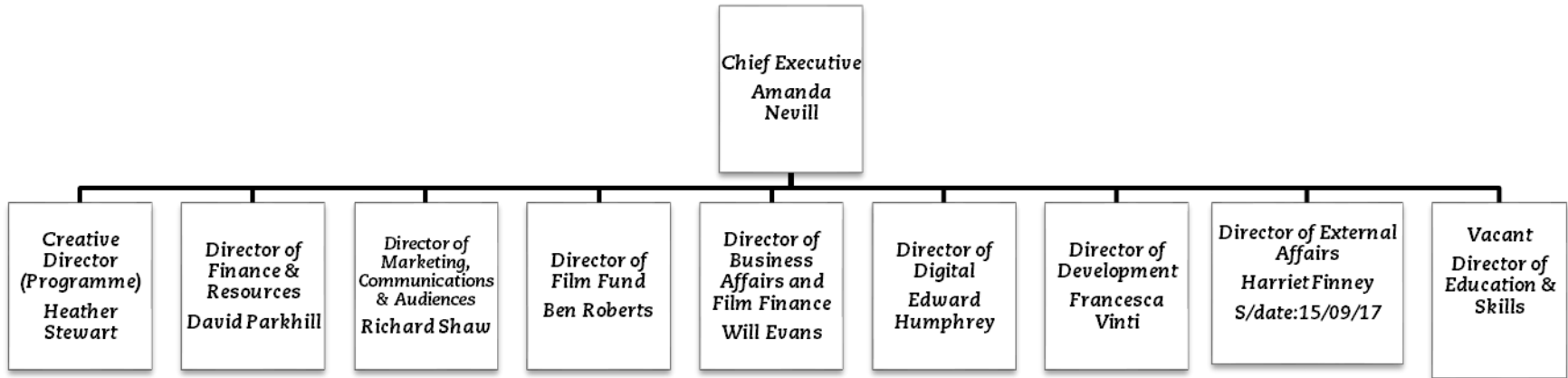
The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'

A commitment to continual professional development.

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

October 2017

6. BFI Executive Structure:



7. Curatorial Department Organisation Chart

