



Welcome to our information pack for the post of:

Programme and Filmmaker Services Manager Fixed Term Contract until December 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

1. Welcome and how to apply:	Page 2
2. The advert	Page 3
3. The package Plus link to our 2015/16 BFI Annual Review	Page 4
4. The BFI	Pages 5
5. The role	Pages 6 - 9
6. BFI Executive Organisation Chart	Page 10
7. Festivals Department Organisation Chart	Page 11

Welcome to our information pack for the post of:
BFI Programme and Filmmaker Services Manager

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 Programme and Filmmaker Services Manager 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 14 January 2018.

First interviews will be held in the week commencing 26 January 2018.

If you have any questions or want to discuss the post please contact me at tricia.tuttle@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

BFI Programme and Filmmaker Services Manager

Salary £35,667 - £41,727 plus generous benefits package

The BFI's Festival team is looking for a Programme and Filmmaker Services Manager, on a contract basis through December 2018, to work with a busy team delivering both BFI Flare: London LGBT Film Festival in March and BFI London Film Festival in October.

The post will work closely with Artistic Director and Programme teams to play a principle role in maintaining key processes and timelines around programming for the Festivals. You will lead on all operational processes related to acquisitions of Festival films, whilst being the first point of contact with a number of key programme stakeholders, ultimately ensuring partner communication is of the highest standard and also that key programme production milestones are met.

The Programme and Filmmaker Services Manager will also manage the teams responsible for delivering a high quality filmmaker guest experience at both BFI London Film Festival and BFI: Flare London LGBT Film Festival.

The successful candidate will have worked in Film Festival environments or related fields, and will understand the international sales and UK distribution landscapes, preferably having established relationships in these sectors. Demonstrable organisational skills are required, as is the ability to work under pressure, for long hours in key delivery periods. The post holder will have positive people management skills, will have shown skill at negotiating with partners in a friendly professional manner for mutually beneficial outcomes, and will also have experience in budget management and meeting targets

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.

The closing date for applications is 14 January 2017

First interviews will be held in the week commencing 26 January 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. This role is graded at Level 3A and the salary points for this grade as at 01 November 2016 are:

£35,667 (point 1)
£37,098 (point 2)
£38,583 (point 3)
£40,125 (point 4)
£41,727 (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

Programme and Filmmaker Services Manager

Directorate:	Programme
Department:	Festivals
Post:	Programme & Filmmaker Services Manager
Grade:	3A
Accountable to:	Festival Programmers, Artistic Director, Filmmaker Services Co-Manager (5 month contract post p/a)
Responsible for:	Programme and Filmmaker Services Senior Coordinators and Coordinators (contract posts on both BFI London Film Festival and BFI Flare)
Key Contacts:	Festival Programmers, Filmmaker Services Co-Manager (5 month contract post p/a), Festival Marketing Manager, Systems Manager, Sales Agents

Main:

Working closely with the Artistic Director of Festivals and BFI Programmers, the Programme & Filmmaker Services Manager will lead on all operational processes related to research and acquisitions of Festival Programmes, whilst being the first point of contact with a number of key programme stakeholders.

You will play a principle role in managing processes and timelines throughout production of Festival guides and digital launch. This post will also oversee the teams responsible for delivering a high quality Festival guest experience at both BFI London Film Festival and BFI: Flare London LGBT Film Festival.

Key Responsibilities:

- To manage programme team timelines to ensure key milestones are met throughout the annual programming processes.
- To undertake regular evaluations of programme timeline management with temporary Festival teams and other BFI departments and benchmark through establishing collegiate relationships with other Festivals to ensure best practice.

- To lead on key relationships with sales agents, tracking their films annually and managing the processes of submission for their films. This includes ensuring clear and regular communication, from meetings at key Festivals to acknowledging successful and unsuccessful submissions.
- To oversee the implementation of all processes related to tracking films during Festival research phases and confirming films once invited. This includes ensuring complete records of invited titles are maintained, ultimately leading to accurate and approved credits in the publishing of the printed and online programme.
- To work with Programmers to prepare datasets in preparation for regular programme meetings with Artistic Director.
- To oversee budgets related to the delivery of filmmaker guest services and hospitality (this will include support from a Co-Manager of Filmmaker Services in busiest times of the year).
- To work collaboratively with BFI Southbank teams overseeing Festivals' Screening and Print Coordination to ensure best practice.
- To recruit contract Filmmaker Services teams in a manner keeping with BFI's inclusion policies and targets.
- To manage Filmmaker Services teams (alongside a Filmmaker Services Co-Manager in busiest periods, when you will assume all programme management duties). This includes working with HR to develop evaluation and performance management systems that help the Festivals retain returning talent.
- To work with hotel and flight partners to secure the most cost effective packages and highest quality guest experience.
- To manage the Buyers & Sellers programme of the BFI London Film Festival.
- To oversee the scheduling of BFI London Film Festival Press & Industry screenings, with input from Programmers and Artistic Director.
- To represent where required the Programme team in meetings with Development colleagues on sponsorship and partnerships related to Filmmaker Services (eg. hotels, airlines, in kind)
- To ensure contract staff are aware of all requirements relating to above sponsorships or partnerships.
- To carry out any other general duties associated with the post, including liaising with other BFI Departments.

- To be an ambassador for the BFI and maintain a professional approach at all times
- To carry out all responsibilities in a way which supports BFI values (‘approachable, inspiring and responsive’) and promotes equal opportunities, diversity and inclusion within the BFI.
- To undertake any other duties that may be reasonably required

General:

- To agree targets and KPIs for the team and provide regular progress reports and management information
- To manage the budget, ensuring that the BFI’s Financial Procedures are followed for the management of all assets (including people).
- To provide cover for other managers as required/line management

Team Management:

- To manage and develop team members in accordance with the BFI’s Performance Management Scheme; ensuring that all team members have regular individual and team meetings, have agreed objectives which they are appraised against and are developed. To work with Human Resources to ensure that opportunities for development are identified and any performance challenges identified and resolved early.
- To ensure that the team are engaged and well informed regarding the Directorate’s initiatives and the team’s activities
- To hold regular communication and team building events
- To encourage and develop cross team working and collaboration between teams, with teams outside of the Department and Directorate, and with external partners and stakeholders

Person Specification

Minimum Requirements:

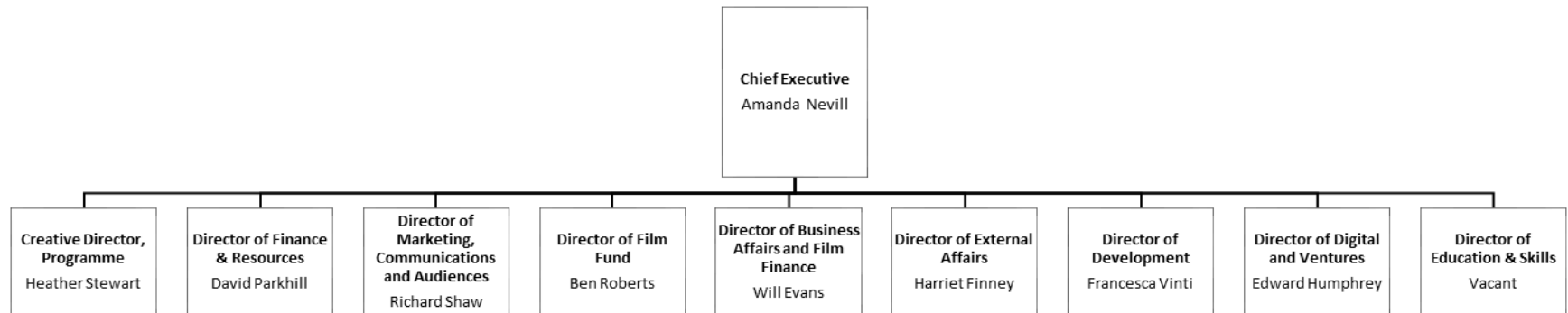
- Previous experience of at least three years working on film festivals or similar events in a senior role
- Knowledge of the international film industry and the UK distribution scene
- Good organisational skills with the ability to prioritise and manage workload, in addition to meeting changing deadlines under pressure

- Excellent communication and presentation skills with the ability to deal effectively with people at all levels
- Experience managing budgets and knowledge of Financial systems and administration
- Demonstrable experience working proactively in very busy environments with a professional, courteous approach;
- Good IT skills, with a working knowledge of FileMaker Pro or a similar database system
- A demonstrable commitment to the principles of diversity and inclusion and its practical application and integration in the work environment
- A commitment to continual professional development
- Proven experience of successful people management and the ability to coach and develop staff
- Flexibility with regard to working hours (there is a requirement to work outside contracted hours including some evenings and weekends)

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

December 2017

6. BFI Executive Structure:



7. Festivals Department Organisation Chart

