



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

### **Curator – Stills, Posters and Designs (8 months maternity cover)**

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:**  
**Curator – Stills, Posters and Designs (Maternity cover)**

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 Curator – Stills, Posters and Designs (maternity cover) 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 before midnight on Sunday 22<sup>nd</sup> January 2017.

First interviews will be held week commencing 30<sup>th</sup> January 2017.

If you have any questions or want to discuss the post please contact me on [Nathalie.morris@bfi.org.uk](mailto:Nathalie.morris@bfi.org.uk) (contactable from 3<sup>rd</sup> January 2017).

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

**Nathalie Morris**  
**Senior Curator Special Collections**

2.

**Curator – Stills, Posters and Designs (8 months maternity cover)**

**Salary £35,313 - £41,313**

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.

The Curator – Stills, Posters and Designs will document, develop, research and be responsible for the physical care of the BFI's collection of stills, posters, designs and museum objects. The role will ensure that the collections are embedded within the BFI's cultural programme. While the job involves special responsibility for the BFI National Archive's collections of stills, posters and designs, the post-holder will also work closely with colleagues across other parts of the Special Collections (Scripts, Documents & Ephemera) to assist with and advise upon conservation, exhibition and loans.

The ideal candidate will be educated to degree level or equivalent, with a recognised archive, museum or conservation qualification or equivalent experience.

You will be based at the BFI National Archive at Berkhamsted (the nearest train station is Berkhamsted), although regular travel to central London will be required. You will enjoy benefits such as our pension scheme, 28-33 days annual leave, tickets to BFI festivals and events plus many others.

The closing date for applications is before midnight on Sunday 22<sup>nd</sup> January 2017.

First interviews will be held week commencing 30<sup>th</sup> 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. 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 3A and the salary points for this grade as at 01 April 2016 are:

£35,313 (minimum)  
£36,729 (point 2)  
£38,199 (point 3)  
£39,726 (point 4)  
£41,313 (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 annual leave
- Free tickets to BFI Southbank events plus access to other BFI Events
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- Childcare Voucher 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
- A staff engagement survey is conducted regularly to see how we are doing

## **4. The BFI**

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 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 film 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 film makers in the UK - investing in creative, distinctive and entertaining work
- Promoting British film and talent to the world
- Growing the next generation of film makers 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. **Curator – Stills, Posters and Designs (FTC)**

### **Job Description**

<b>Department:</b>	<b>Curatorial Unit</b>
<b>Post:</b>	<b>Curator – Stills, Posters and Designs</b>
<b>Grade:</b>	<b>3A</b>
<b>Accountable to:</b>	<b>Senior Curator – Special Collections</b>
<b>Accountable for:</b>	<b>Curatorial Archivist - Stills, Posters &amp; Design</b>
<b>Main contacts:</b>	<b>Curators, Archivists and other curatorial staff; BFI Programme teams; Berkhamsted vaults and facilities staff; Library and Documentation teams; Press, Marketing and Social Media teams; Education teams; Development; Donors</b>
<b>Location:</b>	<b>Berkhamsted</b>

#### **Main Aims:**

To document, develop, research and be responsible for the physical care of the BFI's collection of stills, posters, designs and museum objects, and to ensure that the collections are embedded within the BFI's cultural programme. While the job involves special responsibility for the BFI National Archive's collections of stills, posters and designs, the post-holder will also work closely with colleagues across other parts of the Special Collections (Scripts, Documents & Ephemera) to assist with and advise upon conservation and exhibition and loans.

#### **Key Responsibilities:**

As an expert in your field, to be the BFI's lead advocate and accountable for the care, conservation and curation of the national collection of stills, posters, designs and museum objects. This will include maintaining strong relationships with colleagues across the BFI and to be a high profile advocate for the BFI National Archive; the stills, posters and designs collection and other BFI projects.

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 HR to

ensure that opportunities for development are identified and any performance challenges picked up and resolved early.

To agree targets and KPIs for the team and provide regular progress reports and management information.

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.

Work closely with the Special Collections, curatorial and other cultural teams to promote usage of the stills, posters and designs collections in a wide range of BFI projects. To be proactive in identifying areas of the collections for research, digitisation, exhibition and promotion, and to contribute fully to the development of the BFI's cultural plan.

Develop the stills, posters and designs collections through acquisition (both proactive and reactive) in line with the BFI's Collecting Policy and Cultural Plan.

Oversee the documentation of acquisitions, the identification of cataloguing, accessioning and collections care priorities and the identification of materials for digitisation. Develop long-term strategies for documenting, accessioning and de-accessioning collections in line with the BFI's Collecting and Documentation policy.

Assist in developing documentation and collections care policy and guidelines in line with best practice and international standards.

Research and interpret the collections and to present your research through presentations, publications, exhibitions and other media where appropriate.

To undertake research, design and development work as required.

To track progress and provide regular management reports.

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

Foster and develop relationships with other related museum collections, key UK production and costume designers and others in the contemporary film and TV world.

Where required, to liaise with BFI colleagues and external galleries and museums regarding exhibitions and loans, and to proactively seek out partners for exhibitions.

Ensure that line managers are briefed on any local developments, with particular regard to collections storage and working areas. To provide monthly reports and statistics.

Assist and supervise, as required, Special Collections researchers visiting the Berkhamsted site.

Deputise for the Senior Curator Special Collections as required.

Ensure that all BFI financial and procurement rules and procedures are adhered to and to ensure that all assets and resources are well managed.

To manage any other additional staff – including trainees – as required.

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

To be collegiate and a good team player, actively participate in team meetings, events and induction 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 be familiar with and adhere to BFI policies and procedures.

Undertake any other duties that may be reasonably required.



## Person Specification

### Minimum Requirements:

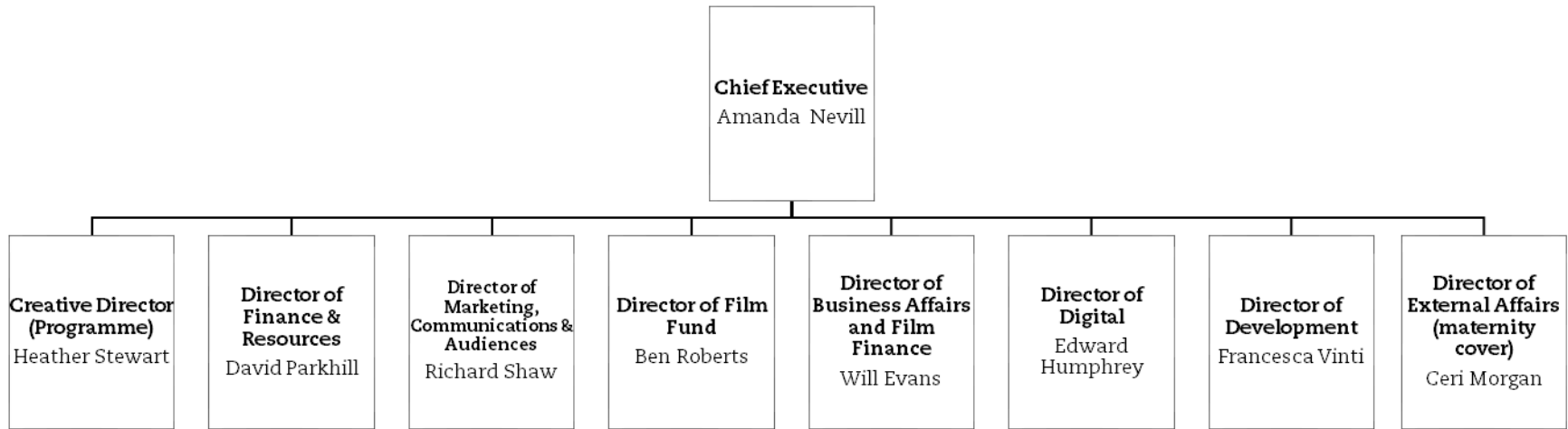
- Educated to degree level or equivalent, with a recognised archive, museum or conservation qualification or equivalent experience.
- At least 2 years' relevant experience in a gallery, museum or archive.
- A demonstrable aptitude and enthusiasm for research, publication and other forms of interpretation and curatorial work. As an expert in your field you will have a proven track record of interpreting collections for the public and undertaking academic standard research.
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- A demonstrable knowledge of, and interest in, 20th and 21st century British art and design, particularly as it relates to the film and television industries.
- Experience of mounting, framing and displaying paper-based works to museum and/or conservation standards.
- Up-to-date experience of dealing with exhibitions and loans, with a firm knowledge of best practice procedures and protocols.
- A commitment to continual professional development and the desire to keep up-to-date with technical information and current best practice, and to maintain and develop subject knowledge through reading and viewing.
- Demonstrate an ongoing commitment to sharing knowledge about collections through social media, blogs, lectures, presentations etc.
- Demonstrate confident and engaging presentation skills including talking to audiences, TV, radio etc.
- The ability to gain immediate professional credibility and confidence with clients and external agencies.
- Highly developed presentation and stakeholder management skills, with the ability to represent the BFI at regional, national and international events, (including on panels).
- Experience of continually evolving services to ensure that they are best practice and meet the organisation's developing requirements.

- Experience of using databases and other information systems for documentation and collections management.
- Experience of/knowledge of digitising two-dimensional of works of art, with due regard for the original materials.
- Good negotiation and advocacy skills, both written and verbal.
- Proven experience of successful people management.
- The ability to coach and develop staff.
- Good understanding of planning and budgetary principles.
- Good organisational skills with the ability to prioritise and delegate and the proven ability to manage and meet deadlines.
- The ability to gain immediate professional credibility and confidence with clients and external agencies.
- A good working knowledge of Microsoft Office and Photoshop.
- Excellent communication and presentation skills with the ability to deal effectively with people at all levels.
- A proven track record of working in a collegiate way with the ability to develop and maintain good collegiate working relationships with BFI colleagues, partners and stakeholders
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring and Responsive'.
- A demonstrable commitment to the principles of diversity and inclusion whilst carrying out all responsibilities.

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

*December 2016*

**7. BFI Executive Structure:**



## 8. Curatorial Organisation Chart

