



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

**Assistant Programmer (maternity cover) 0.4 FTE –
BFI London Film Festival
Fixed Term Contract 16 April until 31 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:

**Assistant Programmer (maternity cover) 0.4 FTE – 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 London Film Festival at a hugely important and pivotal time. The post of Assistant Programmer (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.

Please submit your online application by midnight on 08 February 2018.

Interviews will be held in the week commencing 26 February 2018.

If you have any questions or want to discuss the post please contact our Festival Team Coordinator Zoe.Kandyla@bfi.org.uk.

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

Tricia Tuttle
Artistic Director, Festivals

2. Job Advert

Assistant Programmer (maternity cover) 0.4 FTE– BFI London Film Festival

Salary pro rata £23,199 - £27,141 plus generous benefits package

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 BFI Festival team is looking for a part time Assistant Film Programmer to join us on a fixed term contract until December 2018 covering maternity leave arrangements, to work with a busy team delivering the 62nd BFI London Film Festival in October 2018.

Reporting to the Senior Film Programmer, this role will work alongside other Film Programmers, and external Programme Advisors, to the vision of the Artistic Director, to deliver a programme of films that differentiates the BFI in terms of quality, uniqueness and relevance to global dialogue and debate around the moving image.

Every year the Festival receives a large number of films through the open submissions process, and the main focus of this role will be the management of these submissions. Through personal viewing and delegating viewing across the programme team and our external open submissions viewers, the post-holder will ensure new filmmaking voices continue to be championed. The post therefore requires impeccable administration skills, team working and an ability to be meticulous in a busy deadline-driven environment.

Holding a strong knowledge of the international film festival and UK distribution landscapes, preferably having established relationships in these sectors, the post-holder will play a fundamental role in maintaining our Open Submission viewing process, and be able to engage in discussion around films, to articulate a film's qualities, flaws and potential audience, beyond personal taste.

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 midnight on 08 February 2018.
First interviews will be held in the week commencing 26 February 2018.



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.

This post is evaluated at 2A Grade:

£23,199 (point 1)

£24,126 (point 2)

£25,092 (point 3)

£26,097 (point 4)

£27,141 (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

Directorate:	Programme
Department:	Festivals
Post:	Assistant Programmer (maternity cover) 0.4 FTE – BFI London Film Festival
Grade:	2A
Accountable to:	Senior Film Programmer, Artistic Director
Key Contacts:	Festival Programmers and Advisors, Programme & Filmmaker Services team, Festival Team Coordinator, Systems Manager
Location:	London - Southbank

Main Aims:

Reporting to the Senior Film Programmer, this role will work alongside other Film Programmers and Programme Coordinators to help delivering a programme of films that that differentiates the BFI in terms of quality, uniqueness and relevance to global dialogue and debate around the moving image. The festival receives, each year, a large amount of open submissions and the main focus of this role will be the management of these submissions. The role will also involve creative support to the programming team and suit someone with an interest in global filmmaking, eager to learn and discover more about the programming process of an international film festival.

Key Responsibilities:

- Lead on the management of the festival open submissions
- Allocate viewing to open submission viewers, collect and import notes on the festival database, identify and coordinate second viewing
- Manage open submission budget and work within a tight programme deadline
- Be the first point of contact for freelance open submission viewers, as well as filmmakers and producers submitting their work to the festival
- View films from open submissions and other films when required. Write viewing notes, champion films, discuss them and take an active role in the decision-making process

- Support the programming team in research where required and call in titles for viewing
- Contribute to the maintenance of the festival database
- Write lively, enticing and accessible marketing copy about the films and programme. Support the brochure production process
- Host informed and accessible on-stage introductions, Q&As and panel discussions with filmmakers and industry guests
- Support the Film Programmers in the creation of the Festival Q&A schedule, informing freelance Programme Advisors of their schedules
- Support the Festival Marketing, Digital and Press teams on editorial idea generation and writing about the programme
- To carry out all responsibilities in a way which supports the BFI brand values of 'Approachable, Inspiring and Responsive'
- To be 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 in all activities
- To be an ambassador for the BFI through maintaining a professional approach at all times
- To become familiar with and adhere to BFI policies and procedures
- To undertake any other activities that may be reasonably required

Person Specification

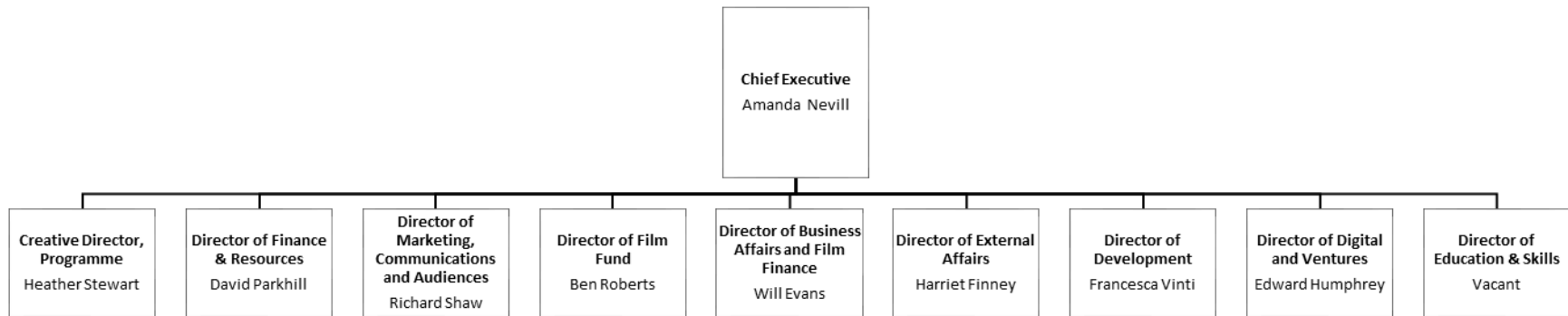
Minimum Requirements:

- Educated to GCSE Math's and English level or equivalent
- Demonstrable experience in a film programming environment or related cultural industry
- International knowledge of contemporary film, television and moving image
- Excellent communication skills, both oral and written, with proven ability to liaise effectively within teams and with external clients/partners and service providers
- Good time management, and ability to view a high number of films within a finite amount of time, in a deadline-oriented environment or experience of viewing submissions and/or work-in-progress material
- Demonstrable ability to engage in discussion around films, to articulate a film's qualities, flaws and potential audience, beyond the realm of personal taste
- A competent Microsoft Office user
- Demonstrable commitment to inclusion and experience working to reach diverse audiences
- Sensitivity to the need for discretion and diplomacy when dealing with confidential and privileged access to film material
- Impeccable computer skills and ability to work with Microsoft Office, and adapt to working with databases in a meticulous manner
- The aptitude to carry out all activities supporting our brand values 'Approachable, Inspiring, Responsive'
- An applied demonstrable commitment to the principles of 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
- 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 Procedure

January 2018

6. BFI Executive Structure:



7. Festivals Department Organisation Chart

