



Welcome to our information pack for the post of:

Programmer (maternity cover) 0.6 FTE – BFI London Film Festival Fixed Term Contract, 16 April 2018 – 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:

Programmer (maternity cover) 0.6 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 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.

Within the supporting statement, please include a 150-word piece of programme copy on a recent documentary you have seen, in the style of the BFI London Film Festival brochure/website.

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 midnight on 11 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

Programmer (maternity cover) 0.6 FTE – BFI London Film Festival

Salary pro rata £28,767- £33,657 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 Festivals team is looking for a part time Film Programmer to join us on a fixed term contract until 31 October 2018, to be part of a busy team delivering the 62nd BFI London Film Festival.

Reporting to the Senior Film Programmer, alongside other Programmers, and working to the vision of the Artistic Director, this role will help deliver a programme of films that differentiate the BFI in terms of quality, uniqueness and relevance to global dialogue and debate around the moving image, while also working to meet the Festival's box office and audience targets.

The successful candidate will have worked in film festival or closely related professional environments and have a knowledge of the international sales and UK distribution landscapes.

Primarily focussed on documentary feature film programming, with some input into the fiction selection, this post will work in a lively and collaborative environment. We seek someone with a strong interest in global documentary filmmaking, who embraces the diversity of the form - from blockbuster theatrical to intimate personal filmmaking - and its wide range of perspectives. You will be able to engage in informed discussion around films, to articulate a film's qualities, flaws and potential audiences. The successful applicant will show a passion for a broad expression of work and enjoy sharing this work with many different kinds of audiences, with evidence of a commitment to reaching Festival key audiences (16-30 year olds and BAME).

The post-holder will also support the work of external Programme Advisors which calls for diplomacy, impeccable administration skills and an ability to be meticulous in a busy deadline-driven environment.

Within the supporting statement, please include a 150-word piece of programme copy on a recent documentary you have seen, in the style of the BFI London Film Festival brochure/website.

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, **11 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 2B Grade:

£28,767 (point 1)
£29,916 (point 2)
£31,116 (point 3)
£32,358 (point 4)
£33,657 (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

Programmer (maternity cover) 0.6 FTE – BFI London Film Festival

Directorate:	Programme
Department:	Festivals
Post:	Programmer (maternity cover, part time, 3 days a week) – BFI London Film Festival
Grade:	2B
Accountable to:	Senior Programmer, Artistic Director
Main Contacts:	Festival Programmers and Advisors, Filmmakers, Programme & Filmmaker Services team, Festival Marketing Manager, Systems Manager, Sales Agents

Main Aims:

Now is a thrilling time for documentaries, with a vast spectrum of non-fiction work being produced, generating greater understanding of the world, often acting as catalysts for social change, and leading on innovation of content and form. A central pillar of cinema, documentaries are a key part of the programme of the BFI London Film Festival.

Reporting to the Senior Film Programmer, alongside other Programmers, and working to the vision of the Artistic Director, this role will help 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, while also working to meet the Festival's box office and audience targets. Leading on documentary work, with some input into the fiction selection, this role will involve working in a collaborative environment, and will suit someone with an interest in global filmmaking, and presenting that diversity to the multiple audiences of London.

Key Responsibilities:

- Lead on the Festival's selection of documentary films, maintaining specialist knowledge and networks. Engage with fiction work where appropriate, and feed into the discussion and decision-making process around the programme.

- Research films from initial project phase, and track when they will be ready to view. Add film and company details onto the database, and ensure information is accurate and up to date.
- Develop and maintain positive relationships with sales agents, cultural partners, UK distributors and filmmakers. Request titles for viewing by yourself and the Programme Advisors you support.
- View films from sales agents, distributors, submissions, alumni filmmakers and your own primary research. Write viewing notes, champion films, discuss them, and take an active role in the decision-making process.
- Support external freelance Programme Advisors, through preparation and management of screening schedules at national screening days, including UniFrance screenings.
- Attend film festivals and events representing the BFI London Film Festival, and support external Programme Advisors to do the same.
- Support the Festival scheduling process, inputting on the appropriate audiences, venue size, and time/date scheduling for the film programme.
- Write timely and accurate meeting notes and ensure these are captured in the database and shared with colleagues as appropriate.
- Support Artistic Director and Senior Programmer on preparing research for distribution and sales meetings where required.
- Write lively, enticing and accessible marketing copy about the films and programme. Support the brochure production process.
- Support the Festival Marketing, Digital and Press teams on editorial idea generation and writing about the programme.
- Host informed and accessible on-stage introductions, Q&As and panel discussions with filmmakers and industry guests.
- Ensure that best practice standards for visiting filmmaker and industry guests are upheld in collaboration with the Programme & Filmmaker Guest and Hospitality teams.
- Contribute to the Festival's development through research and benchmarking against other appropriate festivals, to ensure best practice and innovation. Write wrap reports and contributing to the festival's evaluation process.
- Be an advocate of the Festival and champion of the films in public, to press, and with venue partners. Be an ambassador for the BFI and maintain 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 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 A level standard or equivalent
- Demonstrable experience in a film programming environment or closely related cultural industry.
- Strong international knowledge of contemporary film, television and moving image, with historical knowledge an advantage.
- Strong knowledge of, and contacts in, the UK and international film and cultural sectors.
- Demonstrable commitment to documentary and non-fiction film, and an understanding of how the form can best be presented to audiences.
- Demonstrable commitment to addressing 16-30 year old and BAME audiences, and also a commitment to inclusion more broadly.
- Good communication skills, both oral and written, with proven ability to liaise effectively within teams and with external clients/partners and service providers.
- Good organisational skills, with the ability to view a high number of films within a finite amount of time, in a deadline-oriented environment.
- Proven ability to engage in discussion around films, to articulate a film's qualities, flaws and potential audience, beyond the realm of personal taste.
- Sensitivity to the need for discretion and diplomacy when dealing with confidential and privileged access to film material.
- A competent Microsoft Office user with experience working with databases in a meticulous manner.
- A proven track record of working as a supportive team member
- 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'

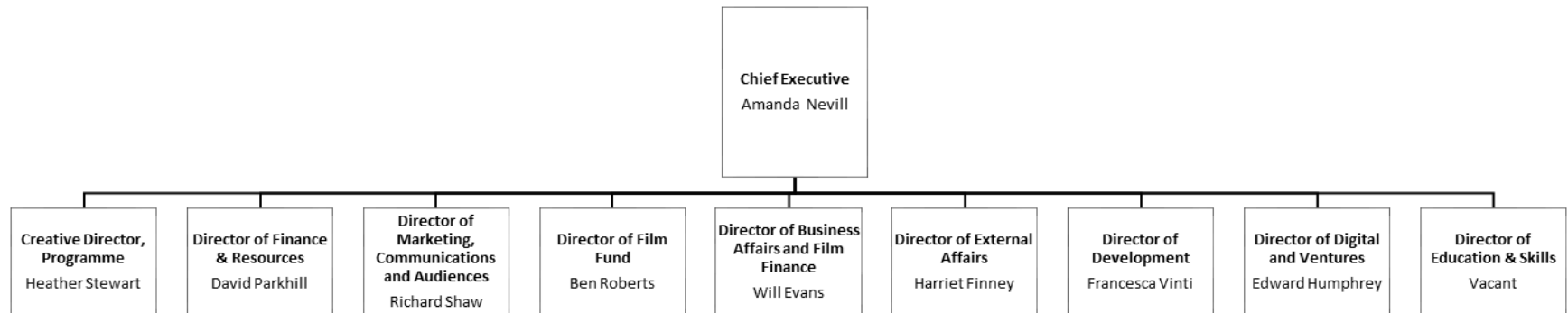
- A commitment to continual professional development
- Proficiency in other languages is desirable

**Please note there is a written task required as part of your application.
Please see How to Apply section for more detail.**

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

