



Welcome to our information pack
for the post of:

Curatorial Archivist

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:

Curatorial Archivist

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 Curatorial Archivist 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 06 December 2017.

First interviews will be held on 18 December 2017.

If you have any questions or want to discuss the post please contact me on 01442 289136 or Dylan.cave@bfi.org.uk.

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

Dylan Cave
Collections Development Manager

2. Job Advert

BFI
Curatorial Archivist
Salary £28,767 - £33,657 per annum 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.

We are seeking a Curatorial Archivist who will join a team of Curatorial Archivists, to focus on key areas of collections management while bringing core curatorial knowledge to their work. The team work very closely with the Curators, Collections Management and Documentation teams and will serve as a crucial bridge between curators and these teams.

As part of a team of Curatorial Archivists, the successful candidate will take responsibility for film, video and digital accession and disposal, documentation and specification of conservation work including planning and working through un-accessioned collections; documentation initiatives; dealing with enquiries and donor offers; accession and document of incoming materials on the Collections Information Database; undertaking small-scale curatorial research. Curatorial archivists will be expected to work across all areas of the collection as required.

The successful candidate will have a qualification in archiving or equivalent experience. They will have knowledge and familiarity with UK film and television industries. They will have experience of moving image archiving or other appropriate form of heritage collections management.

The role is based at the BFI National Archive in Berkhamsted (the nearest railway station is Berkhamsted).

You will enjoy benefits such as our pension scheme, 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 06 December 2017.
Interviews will be held on 18 December 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 2B and the salary points for this grade as at 01 November 2016 are:

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

Department:	Curatorial Unit
Post:	Curatorial Archivist
Grade:	2B
Accountable to:	Collections Development Manager
Main contacts:	Curators, Collections management and other Archive staff; BFI Berkhamsted vaults and facilities staff; Library and Documentation teams; Donors
Location:	Berkhamsted

Main Aims:

The work of curatorial archivists focuses on key areas of collections management while bringing core curatorial knowledge to their work. The team will work very closely with curators and the collections management and Documentation teams and will serve as a crucial bridge between curators and these teams.

Curatorial archivists take responsibility for film, video and digital accession and disposal, documentation and specification of conservation work including planning and working through un-accessioned collections; documentation initiatives; dealing with enquiries and donor offers; accession and document of incoming materials on Collections Information Database (CID); undertaking small-scale curatorial research. Curatorial archivists will be expected to work across all areas of the collection as required.

Key Responsibilities:

Take responsibility for acquisition and disposal, documentation and specification of conservation work and collections management in accordance with BFI policy and procedures and relevant international standards.

Receive and assess acquisition offers, in consultation with curators, as necessary.

Undertake identification, accessioning and documentation of un-accessioned material at collection and/or item level. Participate in programme of retrospective accessioning and documentation of onsite collections against agreed targets.

Work collaboratively with the Collections & Information department to ensure that work required for the preservation, cataloguing and accessibility of the collections is identified, carried out and documented to agreed standards.

Working within best practice guidelines, undertake cataloguing in CID of priority titles including newly acquired films and those that are part of BFI cultural programme.

Assist facilitation of cultural projects led by curators; contribute specialist knowledge and interpretation to these projects as appropriate.

Undertake collections research and booking of materials required to facilitate day to day working of the curatorial unit.

Contribute to business and performance planning. Monitor collections work accordingly and provide statistics and reports as required.

Actively maintain awareness of developments in moving image archiving and in the UK and internationally, including developing and maintaining relationships with peers.

In collaboration with relevant colleagues, undertake quality assurance of collections work; maintain awareness of developments in moving image archiving and own specialist areas. Coach and train new colleagues in procedures and collections knowledge.

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

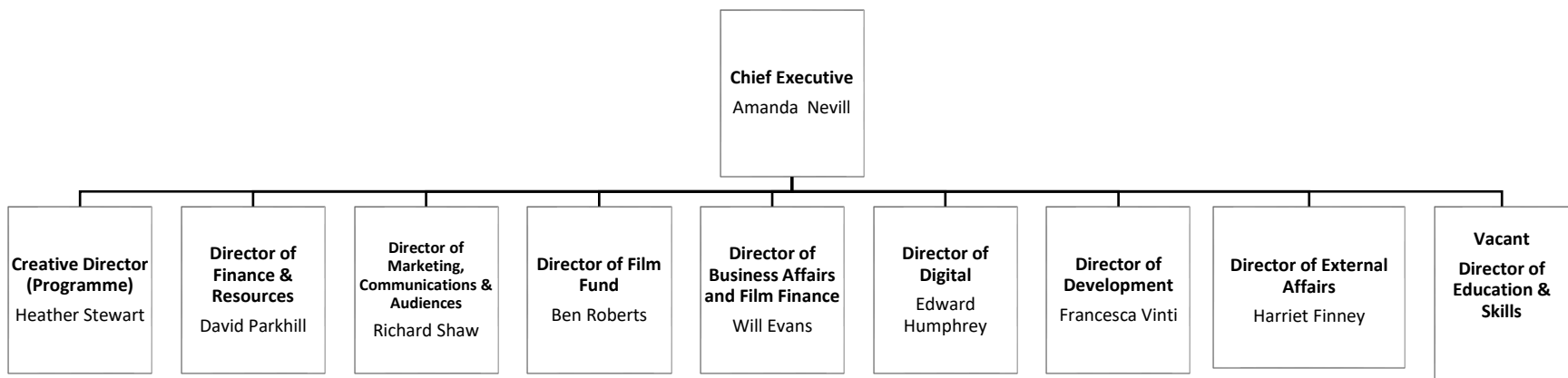
Minimum Requirements:

- Educated to GCSE Maths and English level or equivalent
- Good general knowledge of British film and TV history and understanding of UK film and TV industries.
- Qualification in archiving or equivalent experience.
- Demonstrable experience using automated archive systems, spreadsheets and information databases.
- Excellent knowledge of cataloguing standards.
- Knowledge and experience of using automated archive systems or information databases.
- Experience of moving image archiving or other appropriate form of heritage collections management.
- Demonstrable understanding of digital cinema and digital preservation.
- Excellent organisational skills with the ability to prioritise including planning complex programmes of work and proven ability to meet deadlines.
- Excellent knowledge of the use of information systems for documentation and collections management, utilising established international standards.
- Good communication and presentation skills with the ability to deal effectively with people at all levels
- A proven track record of working as a supportive team member
- A competent Microsoft Office user
- 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 and 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 Organisation Chart

