



Welcome to our information pack for the post of:

Archive Sales Officer

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:

Archive Sales Officer

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 Archive Sales Officer 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 **Thursday 5 January 2017**

First interviews will be held on **Monday 16 January 2017**

If you have any questions or want to discuss the post please contact me on 01442 285 260 or Katrina.Stokes@bfi.org.uk.

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

Katrina Stokes
Donor Relations Manager

2. Job Advert

BFI Archive Sales Officer

£28,482 - £33,321

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.

As part of the Collections Gateway team contribute to the delivery of the BFI National Archive's access services as used by commercial and non-commercial clients (donors, rights holders and authorised licensees) by providing comprehensive information about materials held in the Collection; facilitating and negotiating access in line with BFI's standards for collection care, access policies, procedures and at all times delivering excellent and responsive relationship management and customer service.

We are looking for an Archive Sales Officer to sell and license use of BFI's moving image and still materials, contributing to the service's business plan with its associated income target and delivering an excellent standard of customer service.

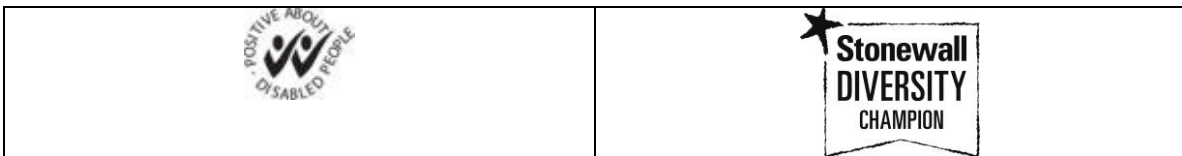
The ideal candidate will have a degree or 2 years relevant experience in a role where the analysis and interpretation of complex information was required, and Substantial relevant experience of working in a client-focused, target-driven sales environment.

You will be based at the BFI National Archive in Berkhamsted (nearest train 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 (including an information pack) can be obtained by visiting www.bfi.org.uk/about-bfi/job-opportunities.

The closing date for applications is Thursday 5 January 2017. Interviews will be held on Monday 16 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 2B and the salary points for this grade as at 01 April 2016 are:

£28,482 (minimum)
£29,619 (point 2)
£30,807 (point 3)
£32,037 (point 4)
£33,321 (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, Festivals plus access to other BFI Events
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- Generous Childcare Voucher scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% of food staff discount at Benugo – Riverfront & Bar and Kitchen at BFI Southbank plus Benugo at Stephen Street
- 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 (<http://www.bfi.org.uk/2022/>) 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. Job Description

Archive Sales Officer

Department: Collections & Information

Post: Archive Sales Officer

Grade: 2B

Accountable to: Donor Relations Manager

Main contacts: Donors, Rights holders, Producers, Licensees, FIAF and wide variety of organisations and individuals; Collections Management team; all parts of the BFI but especially Collections and Information, Curatorial and Finance colleagues

Location: Berkhamsted. Occasional travel to other BFI sites as required. Client visits as required.

Main Aims:

As part of the Collections Gateway team contribute to the delivery of the BFI National Archive's access services as used by commercial and non-commercial clients (donors, rights holders and authorised licensees) by providing comprehensive information about materials held in the Collection; facilitating and negotiating access in line with BFI's standards for collection care, access policies, procedures and at all times delivering excellent and responsive relationship management and customer service.

To sell and licence use of BFI's moving image and still materials, contributing to the service's business plan with its associated income target and delivering an excellent standard of customer service

Key Responsibilities:

To generate revenue by involvement in all aspects of the sale of archival footage and stills, which includes undertaking filmographic and technical research of the BFI's collections; researching and documenting copyright; price negotiation; liaison with third party rights holders; drawing up and issuing contracts and maintaining sales transactions records and customer relationship management data.

To provide administrative support to the Donor Relations Manager and Collections Access Manager in the delivery of the core Donor Access service to involve meeting revenue targets; relationship management; collections research to inform usage of archive materials all actively contributing to providing access to collections for this important client category.

To receive, log, assess, prioritise and respond to initial enquiries and to advise clients both of the holdings within BFI's collections and, where appropriate, of other sources.

To negotiate access terms, fees and timescales with a wide range of external clients working under the direction of the manager, utilising the framework of applicable rate cards and access fee guidelines.

To provide information and access to non-commercial users, such as FIAF member organisations and other cultural partners, and to administer the workflow and loan documentation for such loans and other approved cultural exchanges.

To submit job requests to CID's integrated Workflow in order to initiate technical activity that facilitates access to collections items; track progress of these requests; prepare estimates and sales invoices.

To work with Collections Management and Conservation teams to ensure the effective preparation and despatch of materials requested and the systematic timely recall of all materials loaned out.

To research donor records and copyright, adhering to all copyright restrictions and IPR compliance procedures under the supervision of the manager.

To provide excellent customer care, communicating effectively and diplomatically with all accounts including film and television industry professionals and maintaining regular contact with a wide range of clients.

To arrange/supervise viewings and attend client meetings as required.

To provide cover for other Collections Gateway team colleagues as required.

To participate in projects and initiatives 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:

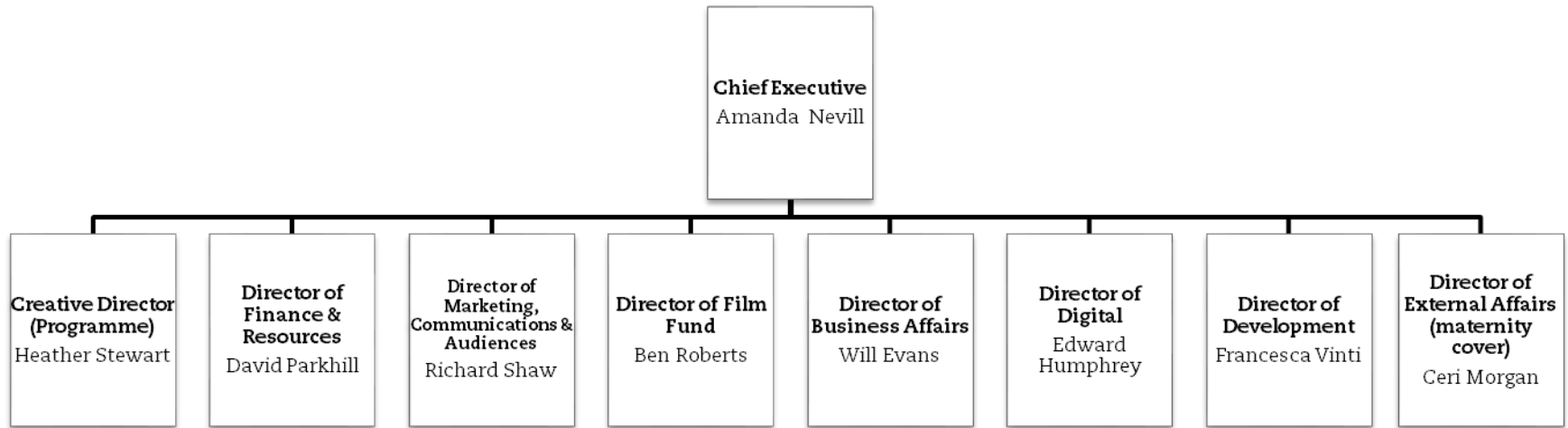
- Degree or 2 years relevant experience in a role where the analysis and interpretation of complex information was required.
- Substantial relevant experience of working in a client-focused, target-driven sales environment.
- Possession of excellent customer care skills being able to adopt a proactive approach to all tasks, gaining immediate professional credibility and confidence with clients and external agencies and meeting the standards set by the section manager.
- The ability to communicate effectively and diplomatically with external clients and work colleagues.
- Working knowledge of Microsoft Office suite and the ability to develop a high standard in the use of all BFI databases including the Collections Information Database (*CID*), *CID Workflow* and *Integra*, the BFI's finance system.
- Knowledge of UK Copyright Law and the practical application of rights and the clearing processes.
- Excellent organisational and administrative skills, the ability to prioritise own work and the proven ability to manage and meet deadlines.
- Demonstrable working knowledge and experience of film and video materials and technology, as well as the standard care of such materials.

- Demonstrable knowledge of, and interest in, film and television culture.
- Awareness of responsibilities for data protection issues and Freedom of Information enquiries.
- Good communication skills with the ability to deal effectively with people at all levels
- 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 in a collegiate way
- The ability to develop and maintain good collegiate working relationships with BFI colleagues, partners and stakeholders
- A commitment to continual professional development.

The post holder must at all times carry out his/her duties with due regard to the BFI's policies and procedures.

October 2016

7. BFI Executive Structure:



8. Collections and Information: Collections Management Organisation Chart

