

Welcome to our information pack

Paper Archivist (H22) Fixed term contract for 12 months

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:

Paper Archivist (H22)
Fixed term contract for 12 months

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 H22 Paper Archivist will play a crucial role in ensuring 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 plus our completed diversity & inclusion monitoring form.

Please submit your application by midnight on **Thursday 20th January 2022**

Please note that the BFI is not a licensed sponsor for VISAs and as such if applying for this role you must already have the Right to Work in the UK.

If you experience any technical difficulties or require any support due to a disability to complete our application process please contact the People team by email: opportunities@bfi.org.uk or by telephone: 0207 957 4752 during office hours who will be happy to help. *NB. Please be aware that Google Chrome users may experience technical issues when submitting your application online and you are recommended to use an alternative browser.*

If you are an internal applicant working at the BFI please apply via 'MyBFIAccount' to submit an application.

First interviews will be held on **Tuesday 1st February 2022**

If you have any questions or want to discuss the post prior to applying please contact me at Claire.Smith@bfi.org.uk

I very much look forward to receiving your application.

Claire Smith
Senior Curator

2. Job Advert



Paper Archivist (H22) **Fixed term contract for 12 months**

Salary: £30,141 - £35,622 per annum
We support flexible working

We are seeking a Paper Archivist to be part of our Heritage 2022 programme, working exclusively at the BFI National Archive.

Heritage 2022 (H22) is a preservation-led programme to safeguard high-risk significant collections held by the BFI National Archive and the Regional and National Film Archives (RNAs) across the UK. It ensures such collections are safe for future generations to enjoy and gain knowledge from, and enables public access now through digital preservation.

Key Responsibilities

- Work collaboratively with the H22 Paper Conservator to survey, catalogue and digitise a series of large format, press campaign books that are designated as 'at risk'
- Support the preservation and rehousing of 'at risk' works where needed, and to take responsibility for key archival strands of the Heritage 2022 project.
- Advise on and contribute to the development of archiving policies and procedures for the project

Experience & Skills

- Knowledge of current international standards of archival description
- Familiarity with preparing works on paper for digitisation workflows or an interest in the principles of digitisation.
- Knowledge and experience of using automated archive systems or collections management databases.

We support diversity and inclusion, and as an organisation recognise that we need to address under representation within our teams. As such we strongly welcome and encourage applicants from our under-represented groups; who identify as D/deaf and disabled and/or are ethnically diverse.

We guarantee a first interview to our under-represented groups who meet our minimum requirements. How we are doing, including our pay gaps and our commitment to Black Lives Matter can be found on our website at www.bfi.org.uk

This role is based at our BFI site in Berkhamsted.

You will enjoy benefits such as our pension scheme, excellent support for working parents, 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 by midnight on **Thursday 20th January 2022**
First interviews will be held on **Tuesday 1st February 2022**



We support diversity and inclusion

3. The package - salary and benefits

All roles at the BFI are individually evaluated. This role is graded at Level 2B and the salary range is £30,141 - £35,622

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.

After successfully completing our 6 months' probation period you will progress to the spot rate for the role at £32,931 (if not appointed at that rate or higher).

At the BFI we offer a wide range of benefits to our employees 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, 4 weeks paid parental leave and enhanced shared parental pay
- We promote and support flexible working
- Our Employee Assistance Programme provides advice and support for employees and their close family members across all life events
- Free tickets to BFI Southbank screenings and events plus access to other BFI Events and Film Festivals (the London Film Festival and FLARE)
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- 35% employee discount on all food across BFI Benugo outlets, and 20% staff discount on alcohol
- 70% employee discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore
- 40% employee discount on all retail, including upstairs concessions, at BFI IMAX – Odeon

Certain conditions apply on some benefits and these details are available from the People team. Some benefits are non-contractual and the BFI reserves the right to review benefits and withdraw benefits as appropriate.

4. The BFI

4.1 Who we are

We are a cultural charity, a National Lottery distributor, and the UK's lead organisation for film and the moving image.

We believe society needs stories. Film, television and the moving image bring them to life, helping us connect and understand each other better. We share the stories of yesterday, search for the stories of today, and shape the stories of tomorrow.

Our mission is:

- To support creativity and actively seek out the next generation of UK storytellers
- To grow and care for the BFI National Archive, the world's largest film and television archive
- To offer the widest range of UK and international moving image culture through our programmes and festivals - delivered online and in venue
- To use our knowledge to educate and deepen public appreciation and understanding of film and the moving image
- To work with Government and industry to ensure the continued growth of the UK's screen industries

Founded in 1933, the BFI is a registered charity governed by Royal Charter.

The BFI Board of Governors is chaired by Tim Richards.

[BFI2022](#) is our strategic plan for film for 2017-2022. It focuses on our three core priorities to support Future Talent, Future Learning and Skills, and Future Audiences. The strategy builds on the successes and direction of our previous five-year plan - *Film Forever* (2012-2017).

Our Vision

By focussing on the diversity of our audiences, expanding our work to embrace television and games, reframing the public's relationship with the BFI's collections, investing in the growth of our digital platforms and working with industry to deliver long-term strategies for education and skills - **we will transform access to our programmes, screen culture, and jobs.**

Our immediate strategic focus and what we will achieve in the next 3 years:

Remodel the BFI Shape the organisation to drive collaboration and innovation, and deliver our long term goals	Focus on digital Expand access to our work across the UK and internationally, and grow our audiences	Consolidate our sector leadership Support UK-wide growth across the screen sectors with a focus on developing skills	Drive a commercial mindset Unlock value in all we do and invest in our revenue-generating capacity
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Our Culture

We're building an innovative, highly diverse and digital organisation with creative storytelling at its heart. A place of real passion and fandom, where everyone can go confidently, think freely, share generously and bring it together.

The culture drivers that will get us there:

Go confidently We listen and learn to lead. Challenging constructively and matching words with action to stretch our artform, shape the industry and create meaningful change.	Think freely We unleash our creativity and work flexibly. We stay curious and light on our feet, taking smart risk to bring joy to our audiences.	Share generously We build expertise and share it. Like an enthusiastic friend, we exchange ideas and democratise thoughtfully to create extraordinary experiences for everyone, not an elite.	Bring it together We go as one. Actively including and empowering, with trust and transparency at all levels. We pull in and pull together – all in, all heard – to create greatest possible access and opportunity.
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4.2 Diversity & Inclusion

We welcome applicants from all backgrounds. We ask all applicants to complete our diversity and inclusion monitoring form.

Our aim is for our workforce to be diverse and representative of the communities we work with.

Our opportunities are open to all:

- We are committed to promoting diversity and inclusion across all our activities.
- We have published our commitment to Black Lives Matter, have established our workforce Race Equality Network and are determined to make change happen
- We have workforce targets for D/deaf-disability, ethnicity, gender and sexuality and publish our pay gaps and plans.
- Our two areas of under-representation are people who identify as ethnically diverse and D/deaf disabled people. To encourage applications from these communities, all candidates who meet our job specification are invited to stage 1 of our selection process.
- We are a Disability Confident employer, accredited by Jobcentre Plus.
- We publish our year on year ethnicity representation through the Race Disparity Unit
- We worked in partnership with BAFTA in response to #MeToo and created for the industry Bullying and Harassment Guidance which we have adopted internally too
- We are Stonewall Champions. Stonewall works for equality and justice for lesbian, gay, bi and trans individuals.
- We won the 2020 UK Inclusivity Excellence Award for our work on engagement in representation
- We are founding members for our sector of the global Employer's Network for Equality and Inclusion and represent in on the Executive Steering Committee.
- We are members of the Southbank Employers Group, a partnership with a long-term commitment to improving the everyday experience of the area for employees, visitors and residents alike.

4.3 People Engagement and Wellbeing

We take our responsibility to engage and develop our colleagues seriously. We carry out a range of activities to support this, including:

- All employees have the opportunity to be reviewed and agree objectives and a development plan with their manager.
- Meetings are held at Department, team and individual level with regular 'all employee' events

- We have recently developed with our employees our new values, which we are now launching along with our Working Together Principles.
- We provide a range of wellbeing initiatives. As part of our mental health wellbeing strategy we have Mental Health First Aiders at each main site and we have signed the 'Time to Change' pledge to reflect our commitment to health and wellbeing.
- We regularly review our people engagement strategies to see how we are doing.

5. The role

Job Description

Post:	Heritage 2022 Paper Archivist
Grade:	2B
Team:	Curatorial
Department:	Knowledge & Collections
Accountable to:	Special Collections Manager
Main Contacts:	Senior Curator – Special Collections; Paper Conservator; Special Collections Manager; key members of Heritage 2022 programme, Data & Digital Preservation and Collection & Information teams.

Main Aims:

Work collaboratively with the Heritage 2022 Paper Conservator to survey, catalogue and digitise a series of large format, press campaign books that are designated as ‘at risk’.

Support the preservation and rehousing of ‘at risk’ works where needed, and to take responsibility for key archival strands of the Heritage 2022 project.

Advise on and contribute to the development of archiving policies and procedures for the project, working with Digital Preservation colleagues to review the data standards and fields specific to press campaign books.

Key Responsibilities:

- To take ownership of the cataloguing and the wider archival elements of Heritage 2022 paper strand, including planning and reporting on developments and progress.
- To catalogue an agreed subset of the press campaign books to ISAD(G) using Adlib collections management software.
- To digitise an agreed subset of the press campaign books to BFI Digital Preservation Standards, with support and training from existing Special Collections staff where needed.

- To support the Paper Conservator with the physical survey of press campaign books where needed, and to help interpret the results of this survey for the purposes of priority cataloguing and digitisation.
- To work collaboratively with the Paper Conservator and Digital Preservation colleagues to review key documentation templates and database fields in line with international standards and the needs of the project.
- To contribute to any archiving policies and procedures that may be relevant to the project.
- To work closely with the Special Collections, curatorial and other key teams to ensure that the work of the project is embedded within the wider work of the BFI. To participate in wider meetings, planning, development and events as required.
- To keep up to date with best practice and current developments in fields relating to the post holder's duties and maintain and build contacts within the archive sector.
- To contribute to practical workshop and training sessions developed as part of the project, as required.
- To be attentive to the material and visual properties of the press campaign books, identifying opportunities to develop interpretation of these qualities within the Heritage 2022 framework.
- Be an ambassador for the BFI and maintain a professional approach at all times
- Create and maintain good working relationships with all our colleagues
- To promote and support diversion and inclusion in all activities
- To be aware of and act in accordance with our environmental sustainability plans and approach at all times

The post holder must at all times carry out their responsibilities with due regard to the BFI's policies and procedures

Undertake any other duties that may be reasonably required

Person Specification

Minimum Requirements:

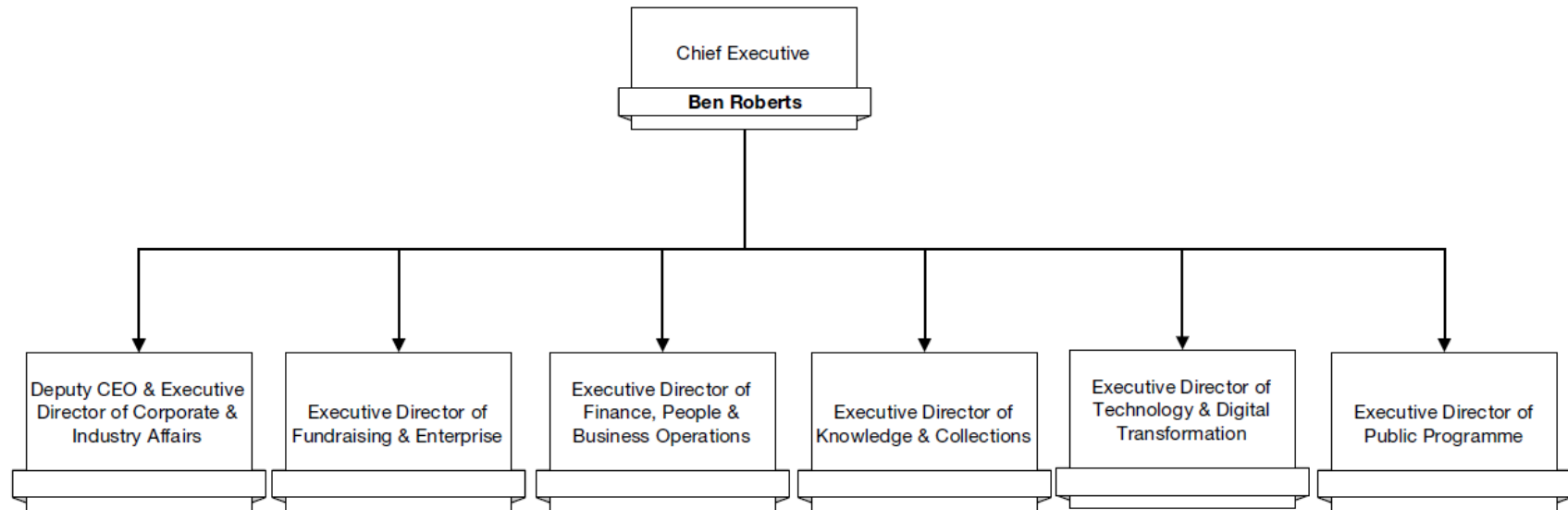
- Minimum GCSE or equivalent Maths and English qualification
- A recognised archival qualification or equivalent experience.
- Knowledge of current international standards of archival description
- Familiarity with preparing works on paper for digitisation workflows or an interest in the principles of digitisation.
- Knowledge and experience of using automated archive systems or collections management databases.
- A good level of visual literacy.
- Excellent dexterity and object handling skills.
- An interest in one or more of the key areas relating to the project: British film and television history; graphic, illustrated and printed works on paper; the material properties of paper; digital materiality.
- An ability to work collaboratively, including with colleagues from other disciplines and departments.
- Organisational and planning skills in order to prioritise projects to meet agreed timelines.
- Good communication and presentation skills and the capacity to produce clear and accurate documentation and reporting.
- Knowledge of digital photography, scanning equipment and image management workflows.
- An understanding of the material properties of works on paper, their requirements and conservation needs.
- Experience of working on short term projects.
- The aptitude to carry out all activities supporting our brand values.
- A proven track record of promoting and supporting diversity and inclusion

- Computer literate with a good working knowledge of Microsoft Office
- A commitment to continual professional development

Job descriptions are reviewed annually as part of performance reviews to ensure they remain current

November 2021

6. BFI Executive Structure:



7. Org Chart:

