



Thank you for your interest in working for the 63rd BFI London Film Festival (LFF).

LFF is the UK's leading film event and one of the world's major film festivals. It introduces the finest global cinema to expanding London and UK-wide audiences and attracts significant international industry participation. Delivering a smart, diverse programme for audiences of all backgrounds and tastes, the festival offers a friendly, vibrant atmosphere which welcomes the new and curious and avowed cinephiles alike.

Behind our success is an incredible team of hard working individuals who are committed to planning and delivering a world-class experience for audiences and guests alike. This year we are delighted to announce a range of fixed-term employment opportunities which will support the running of the 2019 festival edition. The festival runs from the 2nd to the 13th October 2019 with many roles commencing in the months and weeks ahead of this.

Our Festivals team are critical to the successful delivery of a world-renowned event. Past team members have found the festival to be a stimulating and rewarding experience, offering both professional and personal learning. As the Festival's Director, I am continually impressed by the energy and passion each team member brings and I look forward to offering others the chance to join us in 2019.

Our team relies on individuals who love what they do. If you are passionate about cinema, events planning and high quality audience and filmmaker experience, we would love to hear from you. We are looking for people who are highly organised, who thrive in fast-paced environments and are great team players and problem-solvers.

Importantly, we are committed to addressing the imbalances in representation in the film industry and strongly encourage applications from all underrepresented groups.

If you have any questions regarding the roles or opportunities please do not hesitate to contact opportunities@bfi.org.uk.

I look forward to receiving your application and hope to see you at one of our assessment centres.

A handwritten signature in black ink, appearing to read 'Tricia Tuttle'.



Tricia Tuttle
BFI Director of Festivals



**Interested in working for the BFI London Film Festival?
Do you have previous experience in a festival or events environment?
We'd love to hear from you!**

The Brief

We are now recruiting for a range of roles to support the production and delivery of the BFI London Film Festival. The festival runs from Wednesday 2nd to Sunday 13th October 2019.

Sounds great! What roles are on offer?

The positions available are detailed on page four. Take the chance to review these alongside the more detailed specifications and consider where your experience best fits. If you are interested in more than one position you will be able to indicate this on your application.

Please also check the dates each role commences. By applying for a specific position you are indicating that you will be available to start on the advertised date.

Okay grand. I've done this. What next?

Follow the link below to apply for a role and attach a current CV.

<https://www.bfi.org.uk/about-bfi/job-opportunities>

Please note we can only receive submissions via the online jobs portal. No direct submissions by e-mail will be accepted.

Done. When will I hear from you?

Every year we are delighted to receive a high volume of applications for our roles. A provisional closing date for all applications is noon on **Wednesday 22nd May 2019** but please be advised that we do reserve the right to close the application window earlier if we receive sufficient numbers. We therefore encourage people to apply as soon as possible.

If your application is successful you will be contacted by **Friday 24th May 2019** inviting you to attend an assessment centre.

If your application is unsuccessful you will be notified of this, but due to anticipated high volume we will be unable to provide individual feedback.

What will the assessment centre involve?

The assessment centre will give you the chance to learn a little bit more about the Festival and us as a team. We will also get to meet you and through a range of practical written and team based tasks understand how you like to work.

If you are successful during these assessments we will then invite you for an interview on the same day.

Assessment centres are being held on the following dates at the BFI Southbank in London.

Thursday 30th May 2019 – AM/PM

Monday 10th June 2019 – AM

Tuesday 11th June 2019 – AM

And when will I know the outcomes?

Conditional offers will be made to first choice successful candidates by no later than **Friday 14th June 2019**. If you receive an offer you will have a 48 hour window in which to confirm your acceptance of this.

For those candidates who have performed well at the assessment centre and interview but due to the number of roles available we are unable to make a conditional offer; we will notify you of this by **Monday 17th June 2019**. We will confirm with you that you will be placed on a waiting list should a position become available.

All other remaining assessment centre candidates will be notified that they have been unsuccessful by **Friday 14th June 2019**.



The Roles

Production Coordinator (Salary £23,433 pro rata)

FTC 09th July – 25th October 2019

Key Responsibilities

- Support logistical preparation and on-site event delivery for a wide variety of gala screening and reception events at the BFI London Film Festival.
- Provide logistical planning and event administration support to the Festival Producer and wider Festival Production team, in the lead-up and throughout the festival.

Find out more [here](#)

Programme And Guest Coordinator (Salary £23,433 pro rata)

FTC 9th July – 25th October 2019

Key Responsibilities

- Liaise with filmmakers and sales agents worldwide to ensure that publicity materials are received in good time for programme print production.
- Ensure all travel arrangements, screening schedules, and all other details are sent to visiting guests in a timely and meticulous manner.
- Ensure respective Programmers and Programme Advisors are aware of all details around intros and Q&As and other screening arrangements.

Find out more [here](#)

Guest Coordinator (Salary £23,433 pro rata)

FTC 15th July – 18th October 2019

Key Responsibilities

- Deliver on budget filmmaker travel and accommodation arrangements and act as main contact for the allocated guests ahead and during their festival attendance.
- Research and secure cultural funding opportunities.
- Support the team in delivering non-Gala screenings of elevated production.

Find out more [here](#)

Delegate Services Coordinator (x 2 posts) (Salary £23,433 pro rata)

FTC 29th July – 25th October 2019 and 5th August – 25th October 2019

Key Responsibilities

- Coordinate the accreditation of approximately 3000 film industry professionals
- Organise the set-up of the Delegate Centre
- Coordinate the collation and uploading of material to the Digital Viewing Library and updating the industry pages of the official LFF website.

Find out more [here](#)

Delegate Services Assistant (x 2 posts) (Salary £22,494 pro rata)

FTC 5th August – 25th October 2019 and 12th August – 25th October 2019

Key Responsibilities

- Assist the Delegate Sales Coordinator in all aspects of delegate accreditation
- Produce delegate passes for all accredited delegates attending the festival
- Be the first point of contact for delegates arriving at the festival.

Find out more [here](#)

Hospitality Coordinator x 2 posts) (Salary £23,433 pro rata)

FTC 5th August – 18th October 2019 and FTC 16th September – 13th October 2019

This role will require some flexibility with regard to working hours

Key Responsibilities

- Support in the development, planning and execution of a large portfolio of hospitality events.
- Support the Assistant Hospitality Manager in liaising with festival partner venues and restaurants for use during the festival period.
- Coordinate the delivery and storage of sponsored stock to external venues.

Find out more [here](#)

Hospitality Assistant (Salary £22,494 pro rata)

FTC 9th September – 18th October 2019

Key Responsibilities

- Assist the Hospitality Coordinators with all dinner, reception, or other event logistics as necessary.
- Develop and maintain efficient administrative systems for the Hospitality Department.
- Coordinate hospitality bar tabs across the festival screening venues.

Find out more [here](#)

Ticketing Assistant – Galas & Guest-lists (Salary £22,494 pro rata)

FTC 27th August – 18th October 2019

Key Responsibilities

- Assist the Guest Ticketing Assistant Manager in the management of Opening Night, Closing Night and Gala guest lists
- Communicate with the festival team to ensure the event ticketing process runs smoothly.
- Provide on-the-day guest-list distribution support for festival gala and general programme activities

Find out more [here](#)

Events Assistant (Salary £22,494 pro rata)

FTC 16th September - 25th October 2019

Key Responsibilities

- Provide office-based administrative support during event pre-production
- Support the set-up, delivery and de-rig of in-cinema talks, panel events, clip shows, awards presentations, club nights and other events during the Festival
- Provide a welcoming and smooth arrivals experience for event contributors, competition jurors, and club night DJs.

Find out more

Events Coordinator (Salary £23,433 pro rata)

Fixed Term Contract – 12th August – 25th October 2019

Key Responsibilities

- To ensure smooth logistical preparation for a wide range of LFF events, including talks, panels and DJ nights.
- To maintain excellent communication with event contributors and Festival colleagues regarding event schedules, security requirements, technical requirements, and other logistical elements.
- To support the LFF Events and Production Manager by undertaking a range of event administration and data entry tasks, in an accurate and efficient manner

[Link to jobpack xxxxx](#)

