



Welcome to our information pack  
for the post of:

Freelance Assistant Programme Advisor  
BFI Flare - London LGBTQ+ Film Festival

Fixed Fee Freelance Consultancy Arrangement from  
Late November 2019 – 15 April 2019

The following information is provided to assist your application. Information about the BFI can be found at our website: [www.bfi.org.uk](http://www.bfi.org.uk) with information specifically about job vacancies at [www.bfi.org.uk/about-bfi/job-opportunities](http://www.bfi.org.uk/about-bfi/job-opportunities)

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Welcome to our information pack for the post of:

**Freelance Assistant Programme Advisor  
BFI Flare - London LGBTQ+ 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.

**1. How to Apply:**

To apply please click the *Apply Online* button and complete our online application form, please upload your CV and include a supporting statement regarding what you bring to the role and how you meet the criteria of the person specification plus our completed equality & diversity monitoring form.

Within the supporting statement, please include a 150-word piece or include a 150 word programme note in the style of BFI Flare Programme Guide for a recent queer film that you have admired.

Please submit your application by **midnight on Monday 11<sup>th</sup> November 2019**. If you experience any technical difficulties please contact the Human Resources Team during office hours by email: [opportunities@bfi.org.uk](mailto:opportunities@bfi.org.uk) or telephone: 0207 957 4706 who will be happy to help. Please be aware that Google Chrome users may experience technical issues when submitting an application online and are recommended to use an alternative browser.

**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.**

First interviews will be held on **Monday 18<sup>th</sup> or Tuesday 19<sup>th</sup> November 2019**.

If you have any questions or want to discuss the post prior to applying please contact our Senior Film Programmer, Michael Blyth at [Michael.Blyth@bfi.org.uk](mailto:Michael.Blyth@bfi.org.uk).

I look forward to receiving your application.

**Michael Blyth**  
Senior Film Programmer

## 2. Job Advert

### Freelance Assistant Programme Advisor BFI Flare - London LGBTQ+ Film Festival

BFI Flare: London LGBTQ+ Film Festival is recruiting an Assistant Programme Advisor to work alongside the Senior Programmer and the BFI Flare Programme team for the 2020 edition of the festival. This is a new position and would offer an excellent opportunity for an individual looking to develop their curatorial voice within the UK Film Industry.

The successful candidate will be paid an agreed fee of £1,200 for work completed towards the BFI Flare programme. The majority of work will take place between late November 2019 until January 2020; with the successful candidate required to be available in the afternoons/evenings of the Festival itself from 18<sup>th</sup> – 29<sup>th</sup> March 2020. Specific hours are flexible in the run up to the Festival, but it is anticipated that there will be a minimum requirement for the successful candidate of being available for approximately 14 days spread over the course of the contract, at approximately two to four days per month.

The role will provide the opportunity meet with key BFI Programming Staff to gain better understanding of programming roles and processes. It is envisaged that the Assistant Programme Advisor will have the opportunity to host at least two onstage introductions and/or Q&As during the Festival.

In keeping with the BFI London Film Festival's diverse film programme, and with an acknowledgement of the imbalances in representation in the film industry, we strongly encourage applications from all sectors of society to accurately reflect the local and wider demographic, and especially from Black, Asian and Minority Ethnic (BAME) candidates, and those who consider themselves to be disabled. Under the BFI's guaranteed interview scheme applicants who self-identify as BAME and/or disabled and demonstrate that they meet the minimum requirements will be invited to interview.

Further details about the post can be obtained by visiting [www.bfi.org.uk/about-bfi/job-opportunities](http://www.bfi.org.uk/about-bfi/job-opportunities).

The closing date for applications is **midnight on Monday 11<sup>th</sup> November 2019**.

First interviews will be held on **Monday 18<sup>th</sup> or Tuesday 19<sup>th</sup> November 2019**.



*We support diversity and inclusion*

### 3. The Role

## Freelance Assistant Programme Advisor BFI Flare - London LGBTQ+ Film Festival

### Main Aims

Approaching its 35<sup>th</sup> year, BFI Flare is the UK's foremost LGBTQ+ film event, showcasing the best in contemporary queer cinema from around the globe, alongside a programme of events, discussions, club nights and more. We are looking for a new curatorial voice to assist the Flare programme team in curating the 2020 edition.

This freelance role will involve remote viewing and then working collaboratively with our core programme team, with some London meetings, and presence during the Festival dates 18-29 March 2020. It will suit an applicant with a passion for queer cinema in all its forms, and presenting that diversity to the multiple audiences of London.

This is a freelance position from Late November 2019 to 15<sup>th</sup> April 2020.

### Key Responsibilities

- View films submitted to the festival and writing notes on all work viewed.
- Take advantage of opportunities to attend weekly programming meetings with the other members of the Programming Team.
- Contribute original programming ideas which will be considered by the programming team.
- Write lively, enticing and accessible marketing copy about the films and programme for the Festival brochure.
- Lead and/or participate in film introductions, Q&As and other live speaking events during the Festival when required.
- Participate in Festival evaluation and de-briefs.
- Be an advocate of the Festival and champion of the films in public, to press, and with venue partners. Be an ambassador for the selection and maintain a professional approach at all times.

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Person Specification

**Minimum requirements:**

- A demonstrable interest in queer cinema, both contemporary and repertory.
- Experience contributing to an LGBTQ+ festival or cultural event.
- A demonstrable interest in Festival programming
- Be UK-based and eligible to work in the UK
- An interest in programming work from a diverse range of filmmakers, and under-represented voices in cinema.
- Ability to engage in discussion around films, to articulate a film's qualities, flaws and potential audience, beyond the realm of personal taste.
- Excellent communication skills, both oral and written, with an ability to contextualise broader themes within/across programmes.
- A commitment to addressing 16-30 year old and BAME audiences, and a commitment to inclusion more broadly.
- Exceptional time management, and ability to view and assess a high number of films within a finite amount of time, in a deadline-oriented environment.
- Sensitivity to the need for discretion and diplomacy when dealing with confidential and privileged access to film material.
- Ability to work with Excel spreadsheets.

October 2019

#### 4. Terms of Engagement

Please be aware that this post is for a consultancy agreement for services to the BFI.

The successful candidate will be paid a fee of £1,200 for work completed towards the BFI Flare programme. The majority of work will take place between late November 2019 until January 2020; with the successful candidate required to be available in the afternoons/evenings of the Festival itself from 18<sup>th</sup> – 29<sup>th</sup> March 2020.

Specific hours are flexible in the run up to the Festival, but it is anticipated that there will be a minimum requirement for the successful candidate of being available for approximately 14 days spread over the course of the contract, at approximately two to four days per month.

The fee will be payable on receipt of a suitable invoice from you. The BFI shall deduct any sums owed by you to the BFI from the invoice on payment. As a consultant you are, of course, responsible for payment of all income tax and national insurance contributions.