



## Welcome to our information pack

### Vaults & Conservation Technician - Gaydon

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:**

### **Vaults and Conservation Technician (based at Gaydon, Warwickshire)**

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 Vaults & Conservation Technician 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 plus our completed equality & diversity monitoring form.

Please submit your application by **midnight, Thursday 14 November**. If you experience any technical difficulties or require reasonable adjustments for the application process 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.

If you are a BFI internal applicant please click on BFI Intranet via My BFI.

First interviews will be held on **w/c 25 November 2019**.

If you have any questions or want to discuss the post prior to applying please contact me at: [Chris.Mckee@bfi.org.uk](mailto:Chris.Mckee@bfi.org.uk).

I look forward to receiving your application.

**Chris McKee**  
**Vaults & Dispatch Manager**

## 2. Job Advert



### Vaults & Conservation Technician

**Salary £23,433 - £27,690 plus generous benefits package**  
**We support flexible working**

We are looking for a Vaults & Conservation Technician, who will be responsible for retrieving, transporting and re-filing the film, video and digital assets of the BFI National Archive, ensuring the highest standards of collections care.

You will be responsible for ensuring the safe and timely delivery of the archive's holdings to clients. You will also undertake inspections of the archive's holdings, report results and accurately barcode and label the archive's assets.

You should have good attention to detail, with knowledge of manual handling techniques. You will need a valid UK driving license with a safe driving record, and the ability to drive and load/unload vans, moving heavy weights, on a regular basis.

Based at the BFI Master Film Store near Gaydon (in Warwickshire) 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](http://www.bfi.org.uk/about-bfi/job-opportunities)

The closing date for applications is **Thursday 14 November 2019**

First interviews will be held on **w/c 25 November 2019**



*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 2A and the salary range is £23,433 to £27,690 per annum.

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 candidates will progress to the spot rate for the role at £25,599 (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 key 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 Human Resources. Some benefits are non-contractual and the BFI reserves the right to review benefits and withdraw benefits as appropriate.*

#### 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.

[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).

#### **Diversity & Inclusion**

We welcome applicants from all backgrounds.

We want to make sure our workforce is diverse and representative of the communities we work with, and that our opportunities are open to all.

- We are Stonewall Champions. Stonewall works for equality and justice for lesbian, gay, bi and trans individuals.
- We are a Disability Confident employer, accredited by Jobcentre Plus.
- Our two areas of under-representation are BAME re ethnicity and disabled people. To encourage applications from both communities, all candidates who meet our job specification minimum requirements for the role they have applied to are invited to stage 1 of our selection process.
- We are members of the Employer's Network for Equality and Inclusion.

- 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.

## **People Engagement and Wellbeing**

The BFI takes our responsibility to engage and develop our employees 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 at Directorate, Department, team and individual level with 'all employee' events each quarter.
- Our brand values are 'Approachable, Inspiring and Responsive'.
- We are committed to promoting diversity and inclusion across all our activities. A cross BFI representative steering group assists us plan and monitor our initiatives.
- Our mean gender pay gap was 0.4% as at 31 March 2018.
- We are a disability confident employer.
- 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.
- We regularly review our staff engagement strategies to see how we are doing

## 5. The Role

### Job Description

<b>Directorate:</b>	Collections and Information (Vaults)
<b>Department:</b>	Collections Management (Vaults – Gaydon)
<b>Role:</b>	Vaults and Conservation Technician
<b>Grade:</b>	2A
<b>Accountable to:</b>	Vaults Team Leader (Gaydon)
<b>Location:</b>	BFI Master Film Store - Gaydon
<b>Main contacts:</b>	All clients needing access to the collections stored at Gaydon; Collections Gateway Access Officers; Collections Manager; Dry Lab Team Leaders.

### Main Aims

To inspect film materials for a range of activities, and to retrieve, transport and re-file the film, video, digital and other assets forming the collections stored at Gaydon whilst exercising the highest standards of collections care. To exercise particular care in the handling of all nitrate film materials, observing the BFI's nitrate handling procedures at all times, and to ensure the security of BFI collections. To contribute towards the maintenance of a safe working environment for colleagues, assisting the Vaults Team Leader with site management work as needed.

### Key Responsibilities

- To handle and examine film materials for the purposes of identification and inspection, working to standards appropriate to a national archive

- To update the collections management system records with technical information, so that the condition and location data of materials is accurate and up to date, whilst adhering to minimum cataloguing standards at all times
- To log and notify where collections care issues are identified and contribute towards diagnosis of conservation needs
- To undertake examination of outgoing nitrate film reels and action any care requirements as appropriate
- To work with other staff so that advice can be offered on the condition and nature of archive materials for any required process and to contribute towards inventory control of BFI collections
- To have a good working knowledge of the capabilities and means of operation of the equipment used to interact with film materials, and participate in programmes of proactive collections care and experimentation as required
- To undertake digitisation tasks as required
- To act as site key-holder on a rota basis, to be agreed locally, providing out of hours response by attendance on site, if necessary, to assist with any urgent or emergency matters affecting site well-being
- In the absence of the Vaults Team Leader or Facilities Manager to undertake, with the benefit of remote instruction, such actions as may be necessary to ensure essential equipment on site is re-started or the operation of which is modified, provided that such work can be undertaken safely, and to liaise between contractors and Facilities staff so that regular and urgent maintenance and repair work can progress
- To carry out site inductions and oversee the safety of visitors and contractors
- To deputise for the Vaults Team Leader in his/her absence ensuring the site is safe, secure and that collections are properly stored
- To be a trained First Aider
- To retrieve items from the collection from storage utilising the systems provided, and re-file accurately and efficiently
- To ensure safe and timely delivery of items to clients



- To make accurate use of barcoding systems so that the workflow components of the Collections Information Database (CID) are able to function effectively, and to check and re-can items as necessary
- To make safe use of all devices provided to enable working at height, and to be aware of safe working rules in the site manual
- To drive vans in order to transport the BFI's collections, ensuring items are packed and transported safely in line with the nitrate handling procedures of the BFI
- To be aware of the acceptable environments (climates) required for safe storage of items and to advise when such climates are not achieved
- To understand how the archive's collections must be acclimatised prior to use or before return to storage and to ensure safe acclimatisation of those assets
- To be prepared to multiskill as required and be prepared to learn new skills and acquire new knowledge in other National Archive roles. In particular, and for the purposes of emergency cover, to provide assistance to the Vaults operation at the Conservation Centre
- To participate in projects and initiatives as required
- To actively participate in team meetings, planning, development and team building events
- To be an ambassador for the BFI through the maintenance of a professional approach at all times
- To carry out all responsibilities in a way that supports BFI values and promotes equal opportunities, diversity and inclusion within the BFI
- To provide cover for other colleagues as required

**Approach:**

- 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.
- The post holder must at all times carry out their responsibilities with due regard to the BFI's policies and procedures
- To undertake any other activities that may be reasonably required.

## **Vaults & Conservation Technician Person Specification**

**Minimum Requirements:**

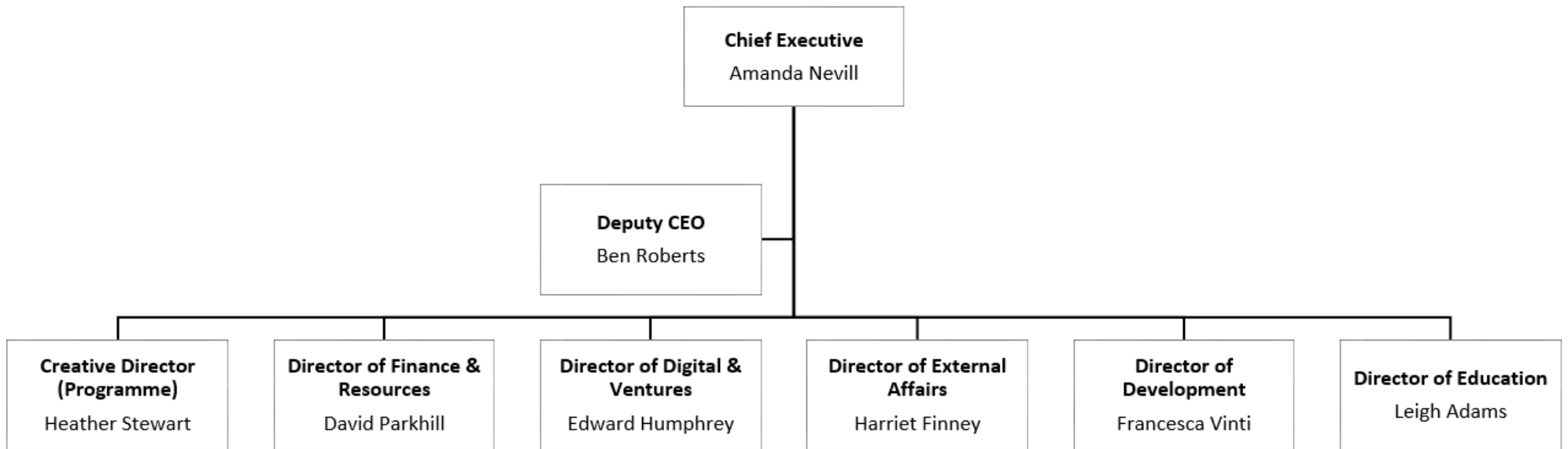
- Relevant qualification or experience of working with archive materials, in particular with film
- Will possess or have the capacity to acquire a good knowledge of the issues relating to the conservation and preservation of a range of archival materials and past archival and production practices and techniques
- Will possess or have the capacity to acquire a good understanding of the chemical processes involved in the manufacture and decay of motion picture film
- Working knowledge of MS Office (Word, Excel and Outlook) and database systems

- Ability to drive and load/unload vans moving heavy weights on a regular basis
- Must be in possession of a valid UK driving licence with a safe driving record
- Knowledge of manual handling techniques
- Physically fit with the ability to lift heavy loads and manoeuvre heavy equipment
- Ability to climb ladders and work at height
- Ability to work safely in potentially dangerous environments, such as low temperature and low humidity climates, and ensure the safety of others, carrying out risk assessments as required
- Good organisational skills with the ability to prioritise and to manage and meet deadlines, and to demonstrate a flexible approach to work
- Appreciation of the dangers posed by nitrate film
- A proactive and customer focused approach delivered within a best practice framework
- Excellent communication skills with the ability to deal effectively with colleagues and customers at all levels
- Ability to work individually or as part of a group
- A demonstrable commitment to the principles of diversity and inclusion and its practical application and integration in the work environment
- A commitment to continual professional development, with a willingness to share knowledge and train others as required

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

October 2019

## 6. BFI Executive Structure:



## 7. Collections & Information: Collections Management Organisation Chart

