



Welcome to our information pack for the post of:

Events Assistant

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/jobs

1. Welcome and how to apply: Page 2
For the BFI Application and Equal Opportunities
Monitoring Form – please access via our website:
www.bfi.org.uk/jobs
2. The advert Page 3
3. The package Page 4
4. The BFI Page 5
5. The role Pages 6-8
6. BFI Organisation Chart Page 9
7. Events Team Organisation Chart Page 10

Welcome to our information pack for the post of:

Events Assistant

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 Events Assistant will play a crucial role to ensure our success going forward.

How to Apply:

For our application form and equal opportunities monitoring form please go to our website: www.bfi.org.uk/jobs You may apply by CV, if so please ensure that all information requested within our application form is included clearly in your CV, if not please complete the relevant part of the application form. Please also include a supporting statement regarding what you bring to the role and how you meet the criteria of the job specification

Please ensure that you include the contact details including email addresses for two work related referees (one must be your current or last line manager). Referees will be approached prior to interviews unless you request otherwise. All applicants must complete the BFI's equal opportunities monitoring form to be located at: www.bfi.org.uk/about/jobs/forms/bfi_monitoring_form.pdf

We look forward to receiving your application, including your supporting statement. Please email your application to jobs@bfi.org.uk by 5 September 2012.

If you have any questions or want to discuss the post please telephone me in the first instance.

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

Michelle White
Business Development Manager
020 7815 1343

2. Job Advert

BFI Events Assistant

Salary £17,708 – £20,716 per annum

We are looking for an Events Assistant to support the Events team in the organisation and production of BFI Southbank venue hire events. The ideal postholder will enthusiastically contribute to the administrative and operational elements that are key to the successful delivery of our events.

This role will demand a significant level of engagement with influential figures from the corporate, charitable and film and television industries, therefore you will have excellent communication skills, and the ability to deal effectively with people at all levels.

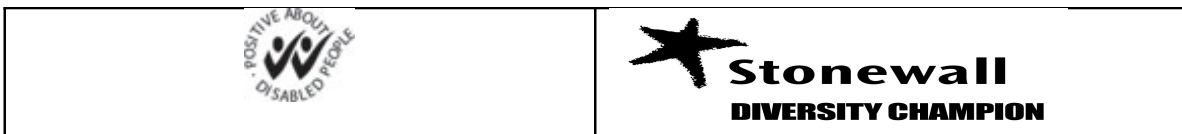
With demonstrable experience of working within an events environment, you will also have excellent organisational skills with the proven ability to manage your workload and meet tight deadlines.

You will be based at BFI Southbank (nearest station Waterloo).

You will enjoy benefits such as a final salary 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/jobs or by email: jobs@bfi.org.uk.

The closing date for applications is **12pm (midday) Wednesday 5 September 2012**. Interviews will be held **Monday 17 September 2012**.



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 1B and the salary points for this grade as at 01 April 2011 are:

£17,708 (minimum)
£18,416 (point 2)
£19,153 (point 3)
£19,919 (point 4)
£20,716 (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:-

- Final salary pension scheme
- 28-33 days annual leave
- Free tickets to BFI Southbank events plus access to other BFI Events
- Loan Schemes such as season ticket and computer purchase
- Ride to Work Scheme
- Childcare Voucher scheme
- £100 towards annual Health Club Membership
- Sight and Sound Magazine
- Staff discounts at Benugo at BFI Southbank
- 70% staff discount on BFI DVDs, 50% on books and merchandise plus 20% off other items at BFI Filmstore

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 seriously our responsibilities to engage and develop our staff. We carry out a range of activities to facilitate this including:

- All employees are appraised each year and agree objectives plus a development plan with their line manager.
- Meetings are held regularly for Directorates, Departments, teams and individuals.
- 'All staff' events are organised from time to time.

- A daily news bulletin is published plus a weekly look forward across the BFI.
- Regular briefings from the Executive are provided.
- A staff engagement survey is conducted regularly to see how we are doing.

4. The BFI

As the UK's leading film organisation, the BFI puts film at the centre of British life.

In its mission to achieve a creative and prosperous film culture and industry base, the BFI drives creative, economic, and cultural success through a linked portfolio of activities.

Its diverse public programme presents over a thousand films a year, across BFI Southbank, BFI Imax, and the BFI London Film Festivals. As the biggest distributor of cultural cinema in the UK, it supplies film to over 600 venues across the whole of the UK; over 2000 hours of material are also available for free online. The BFI cares for the National Film Archive, the world's most significant film archive, and has a vibrant DVD label releasing around 50 titles a year and publications which include Sight & Sound Magazine. Online, the BFI's activities exceed eleven million interactions.

As the Lottery distributor for film the BFI provides funding for film development and production, distribution, training; and in education through Skillset and First Light. It has also has strategic partnerships for film across the devolved nations and funding in the English regions; responsibility for UK film certification, which is the gateway to the UK film tax credit; and the MEDIA Desk UK. In supporting Film London and the British Film Commission, the BFI also takes on promoting British film and talent internationally.

5. The Role

Job Description

Department: Events

Post: Events Assistant

Grade: 1B

Accountable to: Business Development Manager,

Main contacts: Business Development Manager, Events Producer, Programme Planning, Technical, Visitor Services

Main Aims:

To assist the Events team in the organisation and production of BFI Southbank venue hire events. The Events Assistant will contribute to the administrative and operational elements of delivering a number of significant events held at the BFI Southbank.

This role will demand a significant level of engagement with influential figures from the corporate, charitable and film and television industries. The postholder will be expected to have a thorough knowledge of the BFI Southbank venue hire programme and the BFI's projects and activity in a wider sense. The Events Assistant will project a positive representation of the BFI whenever engaged in dialogue with external contacts.

Key Responsibilities:

To assist the Business Development Manager and the Events Producer

To assist with administration relating to the venue hire Programme.

To liaise with BFI Southbank Technical services, Catering, Box Office, Front of House in the preparation of events.

To liaise with BFI Southbank Marketing Department in the production of event marketing materials.

To issue invitations, compile guest lists and manage guest ticket

window.

To supply general support in the stage management and production of events.

To assist the Business Development Manager in the organisation of internal and external meetings.

To maintain office records and compile event information when required.

To direct operational and catering staff as appropriate when managing events.

To provide coherent financial administration in relation to events.

To participate in BFI projects and initiatives as agreed.

To actively participate in BFI meetings, planning, development and team building events.

To be an ambassador for the BFI through maintaining a professional approach at all times.

To carry out all responsibilities in a way which supports BFI values and promotes equal opportunities, diversity and inclusion within the BFI.

To undertake any other duties that may be reasonably required.

Person Specification

Events Assistant

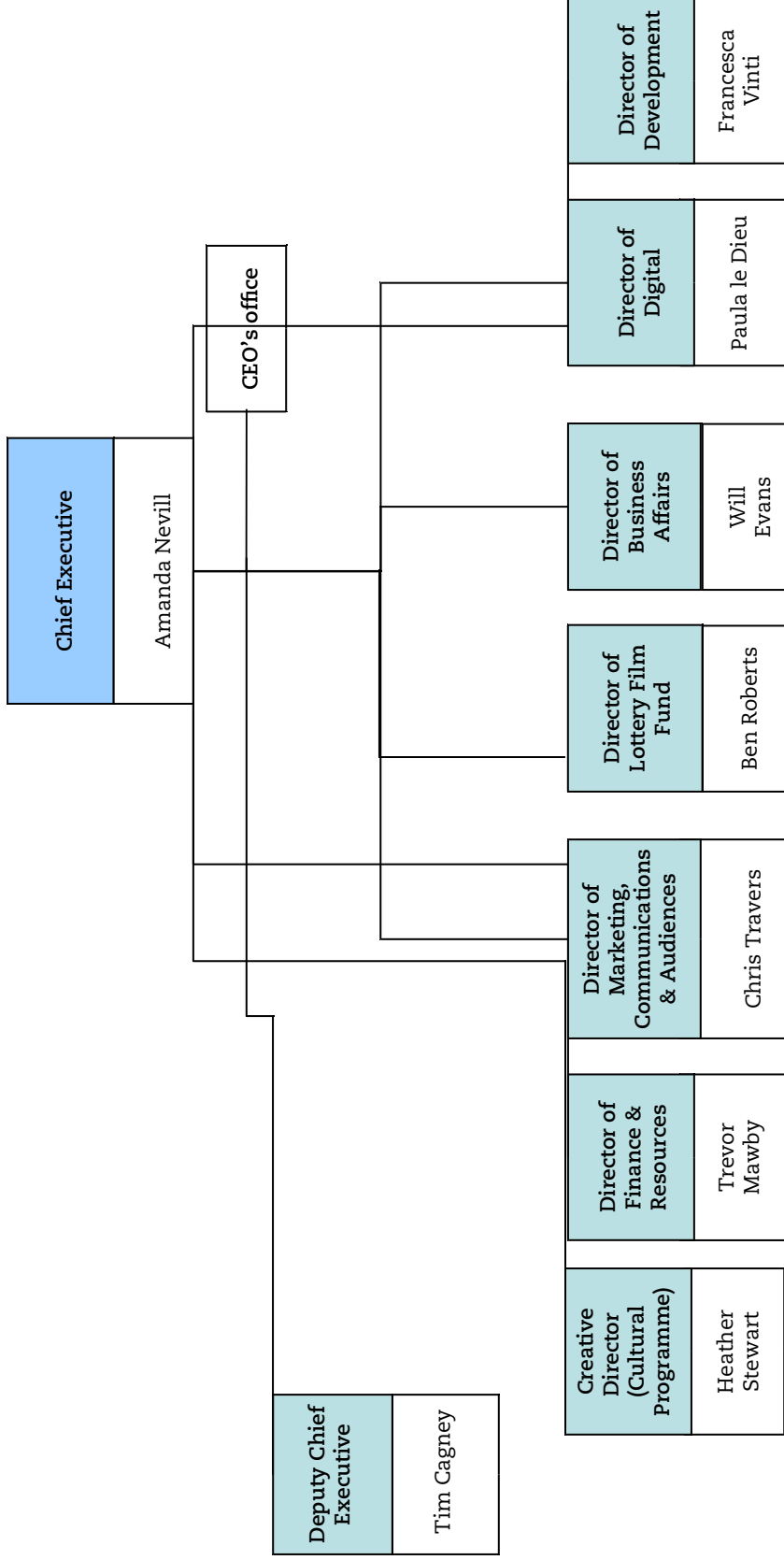
Minimum Requirements:

- Minimum of 2 years previous experience working within a similar environment
- Educated to degree level or equivalent
- Excellent organisational skills, with the ability to prioritise and to manage and meet deadlines
- Good attention to detail
- Excellent communication and presentation skills with the ability to deal effectively with people at all levels
- Ability to work on own initiative, and at times under pressure
- Excellent administrative skills
- Practicable application of Microsoft Office
- Ability to apply tact and discretion when needed
- 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

The postholder must at all times carry out his/her responsibilities with due regard to the BFI's Policies and Procedures.

August 2012

7. BFI Executive Structure:



8. Events Team Organisation Chart

