



About Film London

Film London is the capital's screen industries agency. We connect ideas, talent and finance to develop a pioneering creative culture in the city, which delivers success in film, television, animation, games and beyond. We work to sustain, promote and develop London as a global content production hub, support the city's new and emerging filmmaking talent and invest in a diverse and rich film culture. Funded by the Mayor of London and the National Lottery through the BFI, we also receive support from Arts Council England and the Department of Industry and Trade (DIT). Film London has a national remit through the British Film Commission and delivers Games London in partnership with games trade body UK Interactive Entertainment (Ukie). Film London is a registered charity.

How to Apply

To apply for the **London's Screen Archives Digitisation Trainee** role, please send us a complete [Film London Application Form](#) and [Equal Opportunities Monitoring Form](#) to jobs@filmlondon.org.uk.

In line with our diversity and inclusion policy, Film London only accepts applications submitted via email on our standard application form. If you are unable to submit your application in this way, please contact aysha.hussain@filmlondon.org.uk for further assistance.

We will endeavor to provide our application form in an alternative format for candidates who may have a disability which prevents them from completing the standard form

Closing date for applications: 9am, Tuesday 20th May, 2025

Interviews: week beginning 2nd June, 2025

Key Terms and Conditions

Place of work

Based at Film London's offices, Finsbury Park, with the need for limited time at R3store Studios, Poplar. Film London's offices are at The Arts Building, Morris Place, Finsbury Park, London N4 3JG. R3store Studio's offices are at 2nd Floor, 1 Danes Yard, Sugar House Island, Stratford, E15 2QL. The job will involve travel around London. We are currently working hybrid: part-office based, part-home based.

Hours and workload

Time off in lieu will be possible in respect of hours worked over the standard week of 40 hours (inclusive of lunch breaks). Regular work on weekends and/or evenings is anticipated.

Holidays

All staff will be entitled to 25 days paid holiday in addition to public and bank holidays in each leave year (April 1st to March 31st). Not more than 5 days unused holiday entitlement will be rolled into subsequent years unless at the express authorisation of the Board and no payment will be made for unused leave.

Notice

The termination of the post will be subject to one calendar month's notice on either side.

It is the policy of Film London to promote and integrate equality of opportunity into all aspects of its business, including its appointment of staff. We wish to ensure that Film London reflects the diversity of the communities in which it works. We welcome applications from groups currently underrepresented, including Black, Asian and other Global Majority groups, and Disabled candidates.