



## 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.

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## How to Apply

To apply for the **London's Screen Archives Manager (Maternity Cover)** role, please send us a complete [Film London Application Form](#) and [Equal Opportunities Monitoring Form](#) to [jobs@filmlondon.org.uk](mailto: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](mailto: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, Monday 10<sup>th</sup> March, 2025**

Due to the short turnaround please make a note of the following dates for in-person interviews:

- Notifying candidates for interview: Monday 10<sup>th</sup> March (with interviews to take place later that week)

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## **Key Terms and Conditions**

### **Place of work**

Film London's HQ is in **The Arts Building, Morris Place, London N4 3JG**. The post-holder will be required to travel to meetings/events in London (and occasionally beyond) and will be reimbursed for related travel costs. We are based at our offices at Finsbury Park but offer staff the opportunity to work some of the time from home.

### **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). Time off in lieu will not be allowed to accrue across leave years. Occasional work on weekends and / or evenings may be required.

### **Holidays**

All staff will be entitled to 25 days paid holiday in addition to public and bank holidays in each leave year (April 1<sup>st</sup> to March 31<sup>st</sup>). 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 under-represented including Black, Asian and Chinese and other ethnic minority groups, and disabled people.*