



BAFTA

Job Description

Job Title:	Photography Assistant
Reports to:	Photography Director
Job Location:	You must be able to work in the London office 60% of your time
Start Date:	ASAP
Salary	£23,500
Contract Type:	Full time Permanent

Job purpose

BAFTA's photography plays a critical role in the organisation, from feeding communications channels & creating an archival record of activities while providing essential revenue to support the charity and acting as a symbol of the excellence to which BAFTA champions. The Photography Assistant role provides direct support to the Photography Director on the creation, management and delivery of BAFTA's core photographic work from event reportage through commercial sales.

Key responsibilities and accountabilities

- Supporting Photography Director & Junior Producer on all photography commissions, acting as a point of contact and liaising with all relevant stakeholders internally & externally; you will also compile commission documents, call sheets & and running orders;
- Providing key support to all departments and branches on daily photography production tasks, e.g.: delivery of assets to BAFTA partners, curate images for use on social channels and various internal materials, research archive imagery & providing support to Communication team for press releases;
- Providing key support to the Photography Director in delivering images to BAFTA's syndication agency, ensuring visual assets meet the highest standards while embedding, correct & detailed metadata;
- Assisting with the administration of 'Thirdlight', BAFTA's DAM system, including setting up colleagues on the service while being the main point of contact for user queries;
- Responsible for daily photography production tasks which include logging photography requests while responding to external enquiries as well as ad hoc editing, retouching and general management of visual assets - ensuring all commissioned imagery is delivered on time and uploaded to the Thirdlight and archived to secure storage;
- Responsible for inputting accurate and detailed information into commission documents and call sheets for all photographic commissions & delivering these to all relevant stakeholders internally and externally in a timely fashion;
- Sourcing and booking equipment, props, transport and crew (as directed) for all photography shoots. Attending these shoots as requested and offering support on site (including load in and load out).

195 Piccadilly, London W1J 9LN
T +44 (0)20 7733 0022 E info@bafta.org
www.bafta.org

The Academy is committed to helping reduce its impact on the environment by sourcing and utilising resources responsibly. Registered in England No. 617869. Registered Charity No. 216726.



BAFTA

- Ensure good communication between Photography, Production and wider BAFTA teams – disseminating information appropriately and keeping all parties up to date on projects;
- Regular updating of key documents and inputting into budgets & logs including raising PO numbers, collecting and/or compiling risk assessments from relevant parties, ensuring that all crew are aware of BAFTA's Sustainability directives and Health & Safety procedures;
- Manage the BAFTA Photography email account – responding to enquiries in a polite and efficient manner and organising the delivery of images & processing payments.

Ideally you will have:

- A demonstrable passion for photography and/or production
- A contemporary photography awareness/interest
- Photography editing experience (Adobe suite)
- Excellent written and oral communication skills, with a keen eye for detail
- Strong organisational skills, time management and have a “can-do” attitude
- Experience of working to tight deadlines and working across multiple projects simultaneously.
- Flexible approach with an ability to adapt to changing priorities and capable of working a fast-paced environment
- Excellent IT skills and proficient in the use of Microsoft Office applications such as SharePoint, Word, Excel and web-based applications – Instagram, Google Sheets, Google

Ideally you will be:

- Be passionate about photography and bring great ideas
- Keen on developing your skills in the creative sector
- Be honest, open, willing to ask questions and ask for help when needed.
- Thrive when working as part of a team but also be confident at working remotely.
- Be driven to produce excellent work.
- Have an interest in sustainability and limiting the impact events have on the environment
- Be a confident communicator who is approachable, helpful and can be assertive
- Be accepting of travel, weekend and evening work where required.

What you will receive on top of your salary:

- Holiday - 29 days a year plus bank holidays
- Pension - 8% contributory pension
- Employee health cash-back plan
- Long-term sickness insurance
- Life assurance - four times your annual basic salary
- Employee Assistance Programme - 24/7 confidential access to expert services including counselling, wellbeing, and independent legal and financial advice
- Cycle 2 Work Scheme & season ticket loan
- Access to cinemas throughout the UK and to BAFTA events

195 Piccadilly, London W1J 9LN
T +44 (0)20 7733 0022 E info@bafta.org
www.bafta.org

The Academy is committed to helping reduce its impact on the environment by sourcing and utilising resources responsibly. Registered in England No. 617869. Registered Charity No. 216726.



ABOUT BAFTA

BAFTA is a leading arts charity focused on championing creativity, opportunity and social change for all through the transformative power of film, games and television.

BAFTA's Purpose:

Enrich the cultural landscape. Level the playing field. Be progressive. Inspire and celebrate.

BAFTA's Mission:

We champion practitioners in film, games and television, regardless of background and life experience. We provide community for our members and strive for progressive industry and cultural practices. We recognise exceptional storytelling through our awards.

BAFTA's Vision:

People from all backgrounds will have opportunity to thrive in the screen industries, bringing rich, more diverse stories for us to celebrate.

DIVERSITY MONITORING

Our aim is for our staff to be a diverse mix of talented people who want to come and do their best work. BAFTA is committed to increasing diversity, and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability. Please take the time to fill out our [Diversity Monitoring Survey](#). All the information you provide will be anonymous and is not considered with your application.

APPLICATION PROCEDURE

Please apply [here](#) and include a cover letter which in no more than 500 words explains why you think you are suitable for this position, what skills you have to be successful in this role and, in particular, what experience/knowledge you would bring to this role.

We actively encourage all applicants to share with us how you might perform best throughout our recruitment process as such should you wish for us to adjust the process in order for you to shine please get in touch: recruitment@bafta.org.

195 Piccadilly, London W1J 9LN
T +44 (0)20 7733 0022 E info@bafta.org
www.bafta.org

The Academy is committed to helping reduce its impact on the environment by sourcing and utilising resources responsibly. Registered in England No. 617869. Registered Charity No. 216726.