

PROFESSIONAL ATTACHMENT PROGRAM GUIDELINES 2016

1.1 Program overview

The *Attachment Program* is funded by Film Victoria in response to the need to provide skills development opportunities for early career Victorian screen industry practitioners. The program intends to provide a significant opportunity for Victorian practitioners to gain experience within some of Victoria's established film and television production companies and address skills gaps in the local industry.

A highly skilled workforce is fundamental to the success of the Victorian screen industry. Through this program we aim to support Victorian practitioners who have experience in film, television, theatre or similar disciplines to expand their skills through engagement with a Victorian based screen industry production company.

This skills development opportunity will enable practitioners to increase their professional experience and expand on their contacts and knowledge through on-the-job experience. This is achieved by working alongside highly experienced screen practitioners to develop and increase practical skills and receive mentoring within a production environment.

Application Dates

Attachment positions will become available and be advertised throughout the year. Positions will be posted on the Open Channel website as well as other industry websites (e.g. Film Victoria).

1.2 How to apply

Before you apply

- Read these guidelines thoroughly
- Check your eligibility and what you will need to deliver if you are successful

1.3 General eligibility criteria

In order to apply you'll need to satisfy the following general eligibility criteria:

Be an individual who is:

- An Australian citizen or permanent resident who has been living in Victoria for at least the last twelve months
- 18 years old or above, unless otherwise negotiated with Open Channel
- Not currently employed by the company providing the Industry Attachment in the proposed position

And have at least one of the following:

- Have graduated from tertiary study in media, film, animation and other screen related courses; or
- Can demonstrate production credits on at least 30 minutes of screen content (may be fiction or factual, shorts or longer form work). Content does not need to have been commercially released or broadcast; or
- At the discretion of Open Channel, have demonstrated significant related experience in another industry that qualifies the person to work in a specific screen industry role (eg. electrician, carpenter, make-up artist etc)
- At the discretion of Open Channel, have demonstrated significant commitment to working in a technical discipline within the screen industry

Some of the nominated industry placement positions may specify additional eligibility criteria relevant to the placement on offer which you'll also need to meet.

Exclusions

To ensure fairness when assessing applications the following exclusions apply:

- We are unable to accept late or incomplete applications
- Full-time students are not eligible to apply. However, we may accept applications from post-graduate or part-time students where they meet the eligibility criteria and the activity does not contribute to course credits
- Although applicants can apply for more than one of these attachments, only one attachment per applicant can be approved. However, in exceptional circumstances Open Channel, in consultation with Film Victoria, may make an offer to fund a second Industry Attachment for an eligible practitioner

Application Requirements

To apply for an Attachment you'll need to provide:

- A completed application form
- Your Curriculum Vitae, including contact details for 2 referees
- A Cover Letter (1-2 pages) indicating your short and long term career objectives and reasons for wanting to undertake this Attachment

Assessment process and timeline

Once we've received your application we will:

- Ensure your application is complete
- Acknowledge we've received your application by email within five business days
- Make a shortlist of applicants for the relevant position
- Supply shortlisted applications to the relevant production company

If your application is shortlisted:

- We may contact you to arrange an interview time

We will advise all applicants of the outcome of their application. Decisions are final.

1.5 Successful applicants

Contracting

If you're successful you will be required to enter into a written agreement with both Open Channel and the production company. This agreement will outline your terms of placement, period of employment, wage, working hours and further mutual obligations between all the parties.

An individual Learning Plan will be developed for the attachment period.

Wages

Open Channel will ensure that each Attachment position will receive:

- A wage equal to the National Minimum Wage for a 38hr week (with consideration given to age)
- Other related employee entitlements in accordance with standard working conditions such as Superannuation, and Workcover Insurance

Deliverables

You will need to submit a written Final Report, on a provided form, within one month of completion of the attachment which outlines:

- Skills gained and networks developed
- How the placement has assisted you to progress your short term career objectives (12 month) and to further develop long term career goals in the screen industry.

Open Channel also requires a follow up Progress Report from successful applicants to track employment outcomes within 12 months of the Attachment.

Open Channel and Film Victoria may use the Report to inform the evaluation of its funding programs.

On request by Open Channel, the Attachment recipients must be available to participate in a post Attachment debrief.

1.6 Contacts for this program

Initial enquiries should be directed to Chris Barker, Open Channel Attachments Program Manager on (03) 8327 2008.