

# Specialist Placements - Host Company Guidelines

## Essentials

### About this Program

- The Specialist Placement program is designed to provide professional screen practitioners with credited employment in areas of critical need within the Victorian screen industry. The program addresses the shortage of highly skilled technical roles that are hindering the ability of the Victoria screen sector to increase the pipeline of production in the state.
- Funding is available for established production, game development, post-production, VFX and animation companies to engage mid-career professional practitioners to be employed in an area of demonstrable industry demand within the company or on a production.
- Placements can be for a maximum of six months, providing the practitioner with a credit and valuable hands-on industry experience.
- VicScreen is committed to promoting and supporting gender equality, diversity and inclusiveness in the Victorian screen industry. We will prioritise placements that will deliver greater diversity and equality in the industry and require applicants to demonstrate diversity and inclusion in their applications. All applicants should read VicScreen's Gender & Diversity Statement prior to applying.

### What are we looking for?

1. Companies (Hosts) who have the capacity to employ a practitioner in an area of industry need, providing a significant career and professional skills development opportunity as well as credit.
2. Practitioners who have relevant and demonstrable professional experience in areas of screen industry demand.

### Who is eligible?

- Host Companies must be:
  - An Australian company. View our [Terms of Trade](#) for eligibility requirements.
  - A [Victorian Company](#).
  - A production, games, VFX or post-production company.
- That has either:

- Been producing commercially financed narrative film, television, online or VR content across fiction or documentary for at least the last three years, or
- A track record of commercial production within the games sector across development, publishing and/or marketing for at least the last three years, or
- A track record of delivering work at scale and volume within post-production, animation or VFX.
- OR
  - An Australian company (please view our [Terms of Trade](#) for eligibility requirements) producing Victorian-based film and television productions (including animation) of size and scale to deliver a meaningful placement.
  - Where the Host is applying with a preferred practitioner, the Practitioner must be:
    - » An Australian individual (view our [Terms of Trade](#) for eligibility requirements).
    - » Victorian.
    - » A mid-career practitioner who has the relevant professional experience to be engaged in the identified technical/below-the-line role, as demonstrated through existing relevant qualifications and experience.
    - » Have not been previously engaged by the Host Company (or any related entity) for three months or more.

### **What opportunities are eligible?**

- The Placement Opportunity must:
  - Be in a role of identified industry demand (other than key creative such as writer, director, producer).
  - Be at a mid-career level.
  - Employ the practitioner.
  - Provide the practitioner with a credit for the role.
  - Be paid at industry standard rates for the specified role.
  - Have a duration no longer than six months. It is anticipated that placements will usually run for three to six months, however duration will depend on the requirements of the Host and the structure of the placement.
- Placements are usually a full-time commitment, although in some circumstances flexible working arrangements can be negotiated on a case-by-case basis depending on the Host's requirements.
- VicScreen reserves the right to waive any eligibility criteria in exceptional circumstances where the applicant meets the intent of the program and would otherwise be eligible.

**What is not eligible for this program?**

- Individual practitioners. Applications may only be submitted by companies wishing to host a placement.
- VicScreen reserves the right to waive any eligibility criteria in exceptional circumstances where the applicant meets the intent of the program and would otherwise be eligible.

**What can you receive funding for?**

- VicScreen will contribute a maximum of 50% of the total cost of the placement, capped at \$50,000.
- Funds are to be used as a contribution to:
  - The costs of employing the practitioner at the applicable recognised industry rate including wage, superannuation, overtime, etc., excluding host company overheads or capital expenditure, and
  - The costs of employing a supervisor/mentor, if required to mitigate risks involved with engaging a less experienced HOD, and
  - Reasonable contribution to costs for any reasonable adjustments and/or cultural safety training for Host Company (as applicable).
  - VicScreen will pay the contribution as a grant to the Host

**Who can you talk to about this program?**

- Grants Officer – [Kate Riley](#), 03 9660 3234
- Grants Officer – [Tim Reid](#), 03 9660 3236
- Program Managers
  - [Chris Barker](#) - Manager, Skills and Industry Development, 03 9660 3258
  - [Kara Masters](#) - Industry and Skills Development Coordinator, 03 9660 3216

**The Details****What happens after you apply?**

- Your application will be assessed by the Program Manager/s.
- Decisions will take into account the **Assessment Criteria** listed below, VicScreen's availability of funds, diversity of the current slate of placements already funded, as well as the perceived need for VicScreen funds by the applicant.

**Assessment Criteria**

- Host Companies are assessed against the following criteria:
  - The degree to which the opportunity will address an area of industry need.
  - The ability of the Host Company to provide a meaningful skills acquisition opportunity including adequate supervision.
  - The degree to which the opportunity will fast-track a practitioner into the role (for example by providing the practitioner with their first credit in the role and/or providing a significant increase in role scope, scale and responsibility).
  - How the placement opportunity will deliver greater diversity and inclusion in the industry.
- Practitioners are assessed against the following criteria:
  - Demonstrated level of experience to be able to undertake the role.
  - Commitment to pursuing a career in the screen industry.
  - Articulation of the skills they wish to gain from undertaking the placement and how the placement will deliver on their career objectives.

**How are placements filled?**

- Placements can be filled by a practitioner recommended by the Host who meets the eligibility criteria and is assessed, as per the criteria listed above, and approved by VicScreen.
- Alternatively, the Host may apply for funding prior to recruiting the role. In this instance VicScreen will need to assess and approve the preferred candidate, as per the criteria listed above, prior to employment being finalized.

**How long until a decision is made?**

- You can expect a decision about your application to Host a Specialist Placement within four weeks of the application submission.

**What happens if you get funding?**

- Hosts will enter into a standard, non-negotiable grant agreement with VicScreen, setting out the terms and conditions of the approved funding, including deliverables and credit requirements.
- Hosts will be required to enter into an employment agreement, paying industry standard rates with the practitioner.
- At the end of the Placement, the practitioner and their supervisor must complete an Acquittal Report for VicScreen (in the form provided by VicScreen). A mid-stage report may also be required where the placement period is longer than 3 months.

**What happens if you don't get funding?**

- We will contact you to let you know if you have been unsuccessful in obtaining funding.
- You are welcome to get in touch with the Program Manager, to receive feedback on your application.

**What will help your application?**

- Read these guidelines and the [Terms of Trade](#) which set out the core terms on which VicScreen conducts its business. Terms underlined in black appear in the website glossary.
- Review the online application form – make sure you have all required document ready to be submitted with the application.
- Make sure your application speaks to the ***Assessment Criteria***.
- VicScreen is committed to promoting and supporting gender equality, diversity and inclusiveness in the Victorian screen industry and requires applicants to demonstrate diversity and inclusion in their application. Applicants are encouraged to refer to our [Gender & Diversity Statement](#).

**Ready to start your application?**

[Start your application](#)