

Key Talent Placements – In a Company Guidelines

Essentials

About this program

- The Key Talent Placements – In a Company program supports skills development for film, television, and games practitioners.
- Funding is available for established production and game development companies in the film, television and games sectors to engage early to mid-career practitioners to undertake a paid placement (generally for 6–12 months), providing the practitioner opportunity to gain valuable hands-on industry experience.
- VicScreen's primary focus for this program is on placements in key roles that drive productions forward and are involved in making key decisions i.e. producer.
- VicScreen is committed to promoting and supporting gender equality, diversity and inclusiveness in the Victorian screen industry. We expect production companies to offer placements that will deliver greater diversity and equality in the industry and requires applicants to demonstrate diversity and inclusion in their application. All applications should read VicScreen's [Gender & Diversity Statement](#) prior to applying.

What are we looking for?

Host Companies who are growing, have the capacity to provide employment beyond the placement period and can offer the practitioner a significant career and skill development opportunity.

Who is eligible?

Production Companies and Games Studios (Host Companies) that:

- Are an Australian company (please view our [Terms of Trade](#) for eligibility requirements)
- Have either:
 - Been producing commercially financed narrative film, television, online or virtual reality (VR) content across fiction or documentary for at least three years, or
 - A track record of commercial production within the games sector across development, publishing and/or marketing for at least three years.
- Production and game development companies may apply with a recommended practitioner/s to undertake the placement who, must at a minimum:
 - Be a Victorian resident.

- Have the industry experience necessary to fulfil the role as demonstrated by credits relevant to the placement.
- Have not been previously engaged by the Host Company (or any related entity) for three months or more.

What opportunities are eligible?

Placements that:

- give a practitioner the opportunity for significant career and skills development.
- are hands-on and meaningful, allowing the practitioner to gain relevant skills, knowledge and credits.
- for Games, are in a key role involved in the game development life cycle such as producer, associate producer, gameplay designer, narrative designer or writer, lead or senior artist, lead or senior programmer.
- for Film and Television, are in key creative roles such as:
 - Producer
 - Associate Producer
 - Co-Producer
 - Series Producer
 - Writer
 - Development Executive
- Other roles addressing an area of identified industry need will be considered on a case-by-case basis.

Who is not eligible?

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.

How much can you apply for?

- VicScreen will contribute a maximum of 50% of the total cost of the placement, capped at \$50,000.
- Cost estimates for hosting a placement can include salary, superannuation, payroll tax, insurance, Work Cover as well as costs for any reasonable adjustments and/or cultural safety training for host.

- VicScreen will pay the contribution as a grant.

Who can you talk to about this program?

- Grants Officers:
 - [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 projects and teams across all platforms, as well as the perceived need for VicScreen funds by the applicant.

Assessment Criteria

- The applicant's production history in terms of:
 - » Level of commissions, acquisitions and slate of current and future projects that have attracted market interest (Film and television).
 - » Level of activity and creative and commercial success in the relevant area of specialisation within the games sector (Games).
- Whether the placement will provide a significant learning and development opportunity for the practitioner.
- The specific skills a practitioner is expected to gain from the placement.
- Whether the placement will enable the practitioner to accumulate screen credits.
- The likelihood of ongoing employment for the practitioner with the Host Company after completion of the placement.
- How the placement opportunity will deliver greater diversity and inclusion in the industry.
- Preference will be given to placements based in Victoria.
- Decisions will also consider VicScreen's availability of funds and the applicant's perceived need for VicScreen funding.
- If an applicant applied with a recommended practitioner for the placement, VicScreen will assess the practitioner's:

- Previous experience and suitability for the placement
- Career and skills development objectives in undertaking the placement
- How the candidate delivers on VicScreen's overall objectives of gender equality, diversity and inclusiveness.

How are placements filled?

- Placements can be filled by a practitioner recommended by the Host Company who meets the eligibility criteria and is assessed and approved by VicScreen.
- Alternatively, the Host Company may request VicScreen to recommend practitioners for the placement. VicScreen will compile a shortlist of potential candidates for the placement from VicScreen's Key Talent Placements Register, VicScreen's skills database or through open call out via the VicScreen website.
- Where there is a call out for applications, VicScreen will:
 - Create a shortlist of eligible practitioners who meet the placement requirements and provide this to the Host Company for assessment.
 - The Host Company will review applications and may interview (via phone or video) candidates from the shortlist, prior to making their selection.
- Practitioners interested in applying for a placement should subscribe to VicScreen's e-news and check the Skills Development page for updates on placement opportunities.

How long until a decision is made?

- If you have submitted your application with a preferred practitioner, you can expect an outcome within four to six weeks of applying.
- If you require VicScreen to advertise your placement, you can expect a decision within 8 weeks of the publication of a position description (call-out) to confirmation of the final candidate.
- Decisions may be communicated by phone or email.

What happens if I get funding?

- Host Companies 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.
- Host companies will be required to enter into an employment agreement, paying industry standard rates with the practitioner.

What happens if I 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](#) thoroughly, 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 documents ready to be submitted with the application.
- Make sure your application speaks to the Assessment Criteria (set out above).
- 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?

Please reach out to the Skills Development Team to discuss your proposal.