

## Professional Attachments Guidelines

### *About this program*

- The Professional Attachments program supports skills development for practitioners in technical below-the-line roles.
- Successful applicants to this program are placed on VicScreen's Professional Attachments Register which provides them with the chance to be put forward for attachment opportunities.
- Early career film and television practitioners are supported to undertake a paid attachment to work on a production (generally for 5 - 12 weeks) alongside an experienced practitioner, providing the opportunity to gain valuable hands-on experience.
- Attachments will be available on projects where VicScreen has provided \$150,000 or more in Assigned Production Investment funding.
- This program aims to address identified industry skills gaps and helps to build and maintain a skilled, professional screen industry workforce.
- Generally, attachments will be on narrative fiction productions, but there may also be opportunities on documentaries.

### *What are we looking for?*

- Film and television practitioners who:
  - Are committed to a career in the screen industry in roles other than writer, director or producer
  - Are seeking the opportunity to build on existing skills and knowledge
  - Wish to apply for VicScreen's Professional Attachments Register.
- VicScreen is committed to promoting and supporting gender equality, diversity and accessibility in the Victorian screen industry. We therefore prioritise support for applicants from diverse backgrounds.

### *Who is eligible?*

- Applicants must:
  - Be an Australian individual (see our [Terms of Trade](#) for further details of this eligibility requirement)
  - Be a Victorian early career practitioner
  - Have satisfied one or more of these requirements in the last three years:
    - Graduation from a relevant tertiary course (such as film, media, animation)
    - Production credits on at least 30 minutes of screen content

- Significant related experience in other parallel industries that qualify the applicant for the specific role (such as electrician, carpenter, hair and makeup).
- Applicants with credits/experience more than three years old are encouraged to apply if there is a reasonable explanation for the gap (e.g. childcare responsibilities).

### ***Who is not eligible?***

- An applicant is not eligible for inclusion on the Professional Attachments Register if they
  - are a current student
  - are already listed on VicScreen's [Key Talent Placements Register](#)
  - have been unsuccessful in a previous application for the Register, unless their recent credits and experience has changed
- Applicants cannot be listed on the Professional Attachments Register and Key Talent Placements Register simultaneously, so you are encouraged to consider which register best suits your career objectives.

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

- Before submitting an application, you are encouraged to discuss it with our Program Manager, [Kate Darrigan](#), Programs Officer - Industry and Audience, 03 9660 3203.
- If you have queries about submitting your application, please contact [Rachel Duffy](#), Program Services Officer, 03 9660 3285.

## **The Details**

### ***What happens after you apply?***

- Your application for the Professional Attachments Register will be assessed by the Program Manager.
- Selection for the Register is competitive. Applications are assessed taking into account Assessment Criteria including:
  - Level of professional experience
  - Level of relevant experience in the role(s) applied for
  - How a Professional Attachment will contribute to the applicant's short and medium term career development goals
  - How the candidate delivers on VicScreen's overall objectives of gender equality, diversity and inclusiveness.

- If your application is successful, you will be included in the Professional Attachments Register. This will enable you to be considered for attachment opportunities
- Being placed on the Register does not guarantee selection for an attachment.

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

You can expect a decision about your application for inclusion on the Professional Attachments Register within six to eight weeks of the application submission.

### ***What happens if your application is not successful?***

- We will contact you to let you know.
- If your application is not successful, you will not be included on the Professional Attachments Register.
- You can get in touch with our Program Manager for feedback on your application.

### ***What happens once you are on the Register?***

- Once on the Register, you may be considered for attachments on a range of film and television projects.
- For each relevant project, VicScreen will provide the production company with a shortlist of practitioners suitable for an attachment based on:
  - The practitioner's experience/skill set and how these match the production's requirements
  - Skills development expected from the opportunity, and how this aligns with the practitioner's career objectives
  - VicScreen's overall objectives of gender equality, diversity and inclusiveness.
- Before you are included on a shortlist, VicScreen will contact you to confirm your availability for the attachment opportunity.
- Production companies may wish to interview shortlisted practitioners prior to selecting a suitable practitioner and offering an attachment.

### ***What happens if you are selected for an Attachment?***

- Attachments generally run for a minimum of five weeks, across pre-production, production and/or post-production, depending on the duration and structure of the attachment.
- Practitioners will be attached to a supervisor in a particular role and will spend time observing and assisting the relevant department.
- Generally, practitioners are employed by the production company for the attachment, at a relevant industry award rate.

- Occasionally, practitioners may receive a grant directly from VicScreen and, in that case, will enter into a standard, non-negotiable agreement with VicScreen, setting out terms and conditions of the grant, including deliverables.
- At the end of each attachment, the practitioner and their supervisor must complete an Acquittal Report for VicScreen (in the form provided by VicScreen).

### ***What will help your application?***

- Read these guidelines and our [Terms of Trade](#) thoroughly and check eligibility. 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 addresses 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](#)