

## Specialist Placements Host Company Guidelines

### *About this program*

The Specialist Placement program is designed to fast-track the skills development of early to mid-career crew in areas of identified industry need by providing paid hands-on placements on a film, television, game, animation or visual effects (VFX) production or within a screen services company.

The program addresses the shortage of highly skilled technical roles that are in high demand by Victoria's screen industry.

Funding is available for production, game development, post-production, VFX and animation companies to engage early to mid-career practitioners to undertake a paid placement 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.

### *What are we looking for?*

- Companies (Hosts) who have the capacity to provide a practitioner with a significant career and skills development opportunity as well as a credit.
- Practitioners who have relevant and demonstrable experience in areas of screen industry demand.
- 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.

### *Who is eligible?*

Host Companies must be:

- An Australian company (please view our [Terms of Trade](#) for eligibility requirements)
- A Victorian Company
- A production, games, VFX or post-production companies

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
  - An early to mid-career practitioner who has the relevant experience to be engaged in the identified technical/below-the-line role, as demonstrated through existing relevant qualifications and experience.

### ***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 early to 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.

### ***How much can you apply for?***

- VicScreen will contribute a maximum of \$50,000 towards the placement.
- 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.

- VicScreen will pay the contribution as a grant to the Host

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

- Before submitting your application, you are encouraged to discuss it with one of our Program Managers – [Chris Barker](#), Talent and Skills Coordinator, 03 9660 3258 or [Jana Blair](#), Manager – Industry Skills and Inclusion, 03 9660 3273
- If you have general queries or queries about submitting your application, please contact [Angie Tassakos](#), Program Services Officer, 03 9660 3240.

## **The Details**

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

- Your application will be assessed by the Program Manager/s.
- Host applications are assessed in line with the Assessment Criteria including:
  - 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)
  - Availability of program funds
  - How the placement opportunity will deliver greater diversity and inclusion in the industry.
- Practitioners are assessed in line with the Specialist Placement Register Assessment Criteria including:
  - Level of experience
  - Commitment to pursuing a career in the screen industry
  - Articulation of the skills they wish to gain from undertaking a 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 request VicScreen to recommend practitioners for the placement. VicScreen will compile a shortlist of potential candidates for the placement from VicScreen's

Specialist Placement Register, VicScreen's skills database or through open call out via the VicScreen website. In this instance, VicScreen will:

- create a shortlist of eligible practitioners based on
  - » The skills required by the Host Company and how these match the practitioner's experience and skills
  - » How the skills expected to be gained from the placement align with the practitioner's career objectives
  - » VicScreen's overall objectives of diversity and inclusiveness
  - » Whether the practitioner has received prior support from VicScreen to undertake a similar placement
- The Host will review applications and may interview candidates from the shortlist, prior to making their selection.
- Practitioners interested in applying for a placement should follow VicScreen on LinkedIn and/or subscribe to VicScreen's mailing list and check the [Skills Development](#) page for updates on placement opportunities.

### ***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.
- 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.

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

- We will contact you to let you know via phone or email.
- You can get in touch with the Program Manager for feedback on your application.

### ***What happens if I 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 will help your application?*

- Read these guidelines and the [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 and Diversity Statement](#).

## Ready to start your application?

[Start your application](#)