

## Key Talent Placements – In a Company Guidelines

### **About this Program**

- / Film Victoria's *Key Talent Placements – In a Company* program supports skills development for film and television practitioners.
- / Funding is available for established production companies to engage [early](#) to [mid-career](#) film and television practitioners to undertake a paid [placement](#) (generally for 6 – 12 months), providing the opportunity to gain valuable hands-on experience.
- / Film Victoria's primary focus for this program is generally on producer placements.

### **What are we looking for?**

- / [Host companies](#) who are growing and have the capacity to absorb additional personnel on an ongoing basis and are able to offer a key creative a significant career and skill development opportunity
- / Film Victoria is committed to promoting and supporting gender equality, diversity and inclusiveness in the screen industry. We expect production companies to offer placements targeting greater diversity and equality in the industry.

### **Who is eligible?**

- / Production companies that:
  - Are an Australian company (please view our [Terms of Trade](#) for eligibility requirements)
  - Have been producing commercially financed [narrative](#) film, television, online or VR content across [fiction](#) or [documentary](#) for at least the last three years.
- / Production companies may apply with a recommended practitioner/s to undertake the placement who, must at a minimum:
  - Be a [Victorian resident](#)
  - Have substantial [credits](#) relevant to the placement
  - Have not been previously engaged by the [host company](#) (or any related entity) for three months or more.

### **What is 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
  - Are in roles such as:
    - Producer
    - Associate Producer
    - Co-Producer
    - Series Producer
    - Writer
    - Development Executive
    - Other roles addressing an area of identified industry need.

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

- / Individual practitioners. Applications may only be submitted by production companies wishing to host a placement.

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

- / Film Victoria 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, workcover and recruitment costs.

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

- / Before submitting your application, you are encouraged to discuss it with [Chris Barker](#), Talent & Skills Co-ordinator, 03 9660 3258.
- / If you have general queries or queries about submitting your application, please contact [Steve Griffin](#), Program Services Officer, 03 9660 3220.

## **The Details**

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

- / Your application will be assessed by the Program Manager/s.
- / Applications are assessed taking into account **Assessment Criteria** including:
  - The applicant's production history in terms of level of commissions, [acquisitions](#) and [slate](#) of current and future projects that have attracted market interest
  - 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 applicant after completion of the placement
  - How the placement opportunity will deliver greater diversity, inclusion and equity in the industry.
- / Preference will be given to placements based in Victoria
- / Decisions will also take into account Film Victoria's availability of funds and the applicant's need for Film Victoria funds
- / If an applicant applied with a recommended practitioner for the placement, Film Victoria will assess the practitioner's:
  - Previous experience and suitability for the placement
  - Career and skills development objectives in undertaking the placement
  - Previous level of support to undertake similar placements in the past.

### ***How are placements filled?***

- / Placements can be filled by a practitioner recommended by the production company who meets the eligibility criteria, and is assessed and approved by Film Victoria.
- / Alternatively, the production company may request Film Victoria to recommend practitioners for the placement. Film Victoria will compile a shortlist of potential candidates for the placement

from individuals either on the Film Victoria's Key Talent Placements Register, in its skills databases or through an open call out via the Film Victoria website.

- / Where there is a call out for applications, Film Victoria will:
  - Create a shortlist of eligible practitioners who meet the placement requirements and provide this to the production company for assessment
  - The production 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 Film Victoria's [e-news](#) and check the [Industry Skills/Business](#) program 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 submitting an application
- / If you require Film Victoria to advertise your placement, you can expect a decision within 12 weeks from the submission date of your application
- / Decisions may be communicated by phone or email.

### ***What happens if I get funding?***

- / Production companies will enter into a standard, non-negotiable [grant](#) agreement with Film Victoria, setting out the terms and conditions of the approved funding, including deliverables and credit requirements
- / Production companies will be required to enter into an employment agreement, paying industry standard rates with the practitioner
- / Successful practitioners will be responsible for making their arrangements to undertake the placement.

### ***What happens if I don't get funding?***

- / We will contact you to let you know
- / You can get in touch with our [Program Manager](#) for feedback on your application.

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

- / Read these guidelines and the [Terms of Trade](#) thoroughly and check eligibility. Terms [underlined in green](#) appear in the [website glossary](#)
- / Review the [online application form](#) – make sure you have all required documents ready to submit with your application
- / Make sure your application addresses the ***Assessment Criteria***
- / Film Victoria is committed to promoting and supporting gender equality, diversity and inclusiveness in the Victorian Screen Industry and expects 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](#)**