Screen NETS Drama Development Trainee Programme Application Guidelines

Please make sure you read these guidelines before completing your application.

What is Screen NETS?

The Screen NETS programme provides industry-approved skills development and experience in production, technical, design and (new to this year) development areas. We recruit from across Scotland with well-established industry links and a 100% success rate into employment. Screen NETS is the longest running on-the-job training programme in the UK.

There are two strands to our programme:
- Screen NETS Drama Development Trainee Programme
- Screen NETS Craft and Technical (this programme recruited earlier in the year)

We are currently recruiting for the Screen NETS Drama Development Trainee Programme

We want to help you consider what the programme can offer and what will be expected of you, along with the criteria we are looking for. Please make sure you read all the guidelines before starting your application.

What can the course offer me?

Screen NETS Drama Development Trainee Programme will provide you with real industry development experience working with industry professionals and provide the support and guidance to help you succeed. The best experience is gained on the job in a real environment, building your practical and communication skills and letting employers see what you can do.

Your time will be spent working with a Scottish based drama company who are developing drama content for TV or film.

All trainees will attend an induction day, which will prepare you for your first placement. It will provide an understanding of the industry in Scotland and support and guidance to help you develop a professional approach to your work.
Screen NETS Drama Development Trainee dates:

- Programme starts for Trainee 1  Mon 21st Oct 2019
- Programme starts for Trainee 2  Nov/Dec 2019

Trainees will spend 36 weeks on placement at one of our partner companies, working on the development of new and current projects. Support and guidance from Screen NETS will be provided throughout.

**What is expected of me?**

We are seeking to recruit motivated and enthusiastic people who can meet the criteria and which has been set by the industry. Competition for entry is high and successful applicants are those who possess the determination and enthusiasm to pursue a career in the freelance film and television industry.

The Screen NETS Drama Development Trainee Programme is like an apprenticeship and although much support and guidance is given, trainees are expected to share responsibility for their own personal development and training. Unlike a college or university course you will learn as you work. Placements with production companies are professional work environments and trainees are expected to behave accordingly and make the most of every opportunity.

The Screen NETS Drama Development Trainee Programme has a flexible structure in order to fit in with industry time scales and scheduling constraints. You must therefore have a flexible approach to your work and be open to change when it occurs.

**Who is eligible to apply for the training programme?**

- You will be based in Scotland and over 20 years old.
- You will be able to demonstrate a basic understanding of the film and television industry in Scotland and the UK in general.
- You will preferably have a clean driving licence unless you are not able to drive for medical reasons.

**What type of experience or qualifications should I have?**

- No formal qualifications are required.
If you do have a qualification it does not necessarily have to be in a media related subject. We are also interested in applications from people from other academic or vocational areas.

Alternatively life and real work experience are valued highly for work in this industry.

You will need to demonstrate a proven interest/experience in film, television and how programmes are made.

You may have worked as a runner or trainee on a production, or have some script editing or research knowledge and experience. Alternatively you will be able to demonstrate relevant transferable skills from other work or voluntary experiences.

**General and Specific Trainee Criteria**

Listed below are general and specific criteria for the Screen NETS Drama Development Trainee post. Please read this carefully. When completing your application please reference your experience, skills or qualities that are relevant to both the general and (especially) the specific skills criteria required. Don’t assume that this is evident from your CV.

**General Trainee Criteria**

All applicants for the Screen NETS Drama Development Trainee Programme are required to demonstrate the following personal qualities and skills:

- Good people skills, ability to be calm, cheerful and patient.
- Good communication and listening skills, diplomacy and resourcefulness.
- Stamina to work longer hours when needed, a high sense of responsibility and ability to work well under pressure.
- Experience of working as part of a team and flexibility in approach to work.
- Ability to work well with others, often in a fast paced working environment.
- Curiosity and openness to new experiences and ways of working.
- Good time keeping.
- Be able to provide references (which will be sought at application stage).
- Provide a CV along with the completed application.

**Specific Development Trainee Criteria**

- An ability to write clearly and communicate ideas
- An ability and knowledge of how to read scripts, treatments and books. Some experience of reporting on them.
- An enthusiasm for TV and film drama and evidence of watching on various platforms.
- A strong awareness of which shows are being made for UK broadcasters and SVOD and the response to them.
- An understanding of journalism, research and a strong commitment to stories and ideas.
• Awareness of what is happening in the theatre/book world and other relevant art forms.
• An ability to express differing ideas and opinions in a constructive way.
• A willingness to fulfil basic admin duties on a regular basis, each week, including photocopying and booking travel.
• Experience of professional drama production as runner or an assistant or able to demonstrate understanding of the production process and roles within it.

**Training wage and hours of work**

• You will be paid the Real Living Wage and Tax and NI will be deducted at source.
• Trainees will be paid a project salary of £14,580 for the 36 weeks before tax and NI deductions. The wage will be paid monthly.
• When attached to on the job work placements you will work up to 45 hours a week (5 days week, 9 hour days). At times extra hours work may be required.
• Work placements will be Glasgow based.

**Will freelance work in this industry suit me?**

Many people are attracted to the idea of working in the film and TV industry however once working in the field some discover that the lifestyle is not suited to them. If you are just starting out and want to enter development, please first consider the points below:

• There are few full time jobs in this industry so you should be prepared to be a freelancer or work on short term contracts.
• Working in development, the normal working hours are Monday-Friday 9.30-5.30, but you may be expected to regularly work over and above these hours, either in the office or at home.
• On production, an average working week can be 5 or 6 days meaning that sometimes long hours of work are required.
• A career in this industry is very demanding. You need to be prepared for intermittent or short-term contract work and should be able to handle a stop and start lifestyle.
• You need to enjoy working in a team, often under stressful but manageable conditions.
• You should be able to interact effectively with a variety of personalities and build good working relationships and contacts.
• You need to be able to take direction and complete assigned tasks with a positive attitude.
• In development, at times you may be working away from the office or required to travel away from home. Should the project you are working on go into production, you should
be prepared for the production to take over your life with little time or energy for life outside for the duration of the shoot.

A career in development is very demanding but can be incredibly rewarding both personally and financially. Much of the film and TV workforce in the UK is freelance and for most this is a positive choice made in preference to having a permanent contract. They enjoy the variety and flexibility that freelance working provides while also being able to handle the uncertainty of not knowing where the next job will come from.

If this sounds like your kind of career, then we look forward to hearing from you!

**Inclusion and Representation**

Screen NETS identifies those most talented new entrants to train as future industry professionals and assists them to become work ready by completion of the programme. We aim to assist the industry as they work towards best practice by encouraging inclusion and better representation of our society in its crew and creative practitioners. Applications are therefore particularly encouraged from talented people from groups under-represented in Film and TV, which can include:

- People from a BAME background
- People with disabilities
- LGBTI people and communities
- People from low income backgrounds
- People with strong transferable skills but no financial support to establish themselves as a freelancer
- People who have no Higher Education Degree but whose work experience can transfer well
- People who are the first person in their family and friends of family to enter the industry

People who may already have a degree are also encouraged to apply and should, like all others, be able to demonstrate relevant work outside of study and how it brings value and relevance to what they have learnt on their degree course and to Screen NETS.

**How to apply**

Continuing its strong track record providing training for film and TV, Screen NETS is now recruiting for **2 fully funded Drama Development Trainee positions**. Screen NETS is funded by Screen Scotland and works in partnership with Screen Academy Scotland/Edinburgh Napier University.

1. Download and read the Drama Development Trainee Guidelines
2. Having read all guidelines, call the Screen NETS recruitment line 0131 455 2818 to request an application.
3. Email the completed application in PDF format along with a current CV and Diversity Monitoring Form to Kay Sheridan, Screen NETS Programme Manager (k.sheridan@napier.ac.uk) by the **strict deadline of 2pm Friday 13 September 2019**.

**Applications received after the deadline cannot be accepted.**

**Key dates**
- Recruitment line open: Mon 26th Aug
- Deadline for applications: 2pm on Fri 13 Sept 2019
- Interviews take place: Mon 30th Sept & Tues 1st Oct 2019
- Programme starts for Trainee 1: Mon 21st Oct 2019
- Programme starts for Trainee 2: Nov/Dec 2019

**Screen NETS recruitment phone line: 0131 455 2818**
The line is open from Monday August 26th. Please call Mon-Fri 10.30am-3pm.

**Submission check list:**
- Completed application form
- Current CV
- Completed Diversity Monitoring form
  (We would be grateful for your co-operation in completing this form so that we can ensure that our recruitment is fair and does not discriminate against any group. The information you supply will be treated in the strictest confidence and be used for statistical monitoring purposes. Completion of the form is voluntary and if you do not return the form it will not alter the treatment of your application.)

**Interviews**
Screen NETS Drama Development Trainee interviews will take place on **Monday 30th September and Tuesday 1st of October**. **YOU MUST** be available for both these dates.

If you have not heard from us by this date then you haven’t been selected for interview this time. However we will write to all unsuccessful applicants after the recruitment process is complete to offer the opportunity of feedback on the phone and possible further suggestions about how to get into the industry.

**Good Luck!**