

## Screen NETS Application Guidelines

Screen NETS is funded by Screen Scotland in partnership with Screen Academy Scotland/Edinburgh Napier University

Please make sure you read these guidelines carefully before starting your application.

### FAQS index

- What is Screen NETS?
- What can the course offer me?
- What is expected of me?
- Will I receive a training wage?
- General eligibility to apply for the training programmes
- Widening access and inclusion
- What type of general experience or qualification should I have?
- Will freelance work in this industry suit me?
- Screen NETS criteria and specialisms
- How to apply

### What is Screen NETS?

The Screen NETS programme provides industry-approved skills development and experience in production, technical and design areas. We recruit from across Scotland with well-established industry links and 100% employment success rate; we are the longest running on-the-job programme in the UK.

We want to help you consider what the course can offer, what will be expected of you and the criteria for each course so please make sure you read all the guidelines before starting your application.

### What can the courses offer me?

**Screen NETS** will provide you with contact with industry professionals and real industry work experience with support and guidance.

Your time is spent on High-end TV or feature film productions working with and learning from industry professionals as part of a team. The best experience is gained on the job in

# SCREEN NETS

industry training

a real environment building your practical and communication skills and letting employers see what you can do.

All trainees will attend an induction course which will prepare them for their first placements. It will provide an understanding of the industry in Scotland with support and guidance to help them develop a professional approach to their work.

## What is expected of me?

We are seeking to recruit motivated and enthusiastic people who can meet the criteria 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 industry.

The Screen NETS programme is like an apprenticeship and although much support and guidance is given, you are expected to share some responsibility for the development of your training and experience. It is not like a college or university course: trainees must remember that productions are real work environments and behave accordingly, making the most of every opportunity. You will be working on these productions and will learn as you work.

The programme has to have a very flexible structure that works within the time scales and constraints of production levels. In addition, all workshop/short course tutors are working industry professionals and their availability can change on a regular basis. You must therefore have a flexible approach to your work and remember to be open to change when it occurs.

## Will I receive a training wage?

### Screen NETS Trainee wage

- Screen NETS trainees will be paid the Real Living Wage and will receive a monthly salary of £2145.00 per month before tax and NI deductions at source.
- Screen NETS trainees will be paid monthly at the end of each month.
- A contribution to travel costs to and from the place of work will be available if required.
- A contribution towards childcare or dependent costs is available if required.
- When attached to on the job work placements you will work up to 55 hours a week (5 days a week, 11 hour days).
- When on off the job workshops etc. you will work no more than 40 hours a week.

## General eligibility to apply for the training programmes

There are general criteria and then specific criteria for each specialist area, which you will find detailed in the specialist areas section of the guide. These are all important criteria for applying so please read carefully.

- You will be based in Scotland.
- You should be over 18 years old.
- You should be able to demonstrate a basic understanding of the film and television industry in Scotland and the UK in general.
- You should preferably have a clean driving licence unless you are not able to drive for medical reasons (for some specialisms a licence is essential. Please see Screen NETS specialism detail).

**Please note: if you are still in further or higher education you are not eligible to apply as you must be available for freelance employment on completion of the programme.**

## Widening access and inclusion

Screen NETS identifies those most talented new entrants to train as our future crew, and assists them to become work ready by completion of the programme.

We aim to assist the industry 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
- Disabled People
- LGBTI people and communities
- People from low income backgrounds
- Women and men in under-represented roles
- 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 to enter the industry

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

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

# SCREEN NETS

industry training

- No formal qualifications are required.
- If you do have a qualification it does not necessarily have to be in a media related subject and we are interested to receive applications from people from other academic/vocational areas.
- 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 the roles within it. We are, however, also keen to receive applications from people who may not have direct experience in the industry but can demonstrate how their current skills would transfer to one of the areas we are recruiting for.
- A driving licence is preferable but essential for some departments and you should contact us for more information.

## Will freelance work in this industry suit me?

Many people are attracted to work in the film and TV industry and follow this goal as a chosen career. Once working in it they sometimes find that the lifestyle is not suited to them. There are few full time jobs in the crew areas and so if this area is what interests you then you should be prepared to be a freelancer.

If you are just starting out then please first consider the points below.

- An average working week can be 5 or 6 days a week meaning that sometimes long hours working are required.
- You need to be prepared for intermittent work and 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.
- Often you may be working away on location and at these times be prepared for the production to take over your life with little time or energy for life outside and friends and family for the duration of the shoot.

So as you can see, a career in this industry is very demanding but can be incredibly rewarding both personally and financially. Much of the film and TV workforce in the UK are freelance and for most this is a definite choice rather than having a full-time job. They enjoy the variety this way of working provides and the flexibility that comes with it, while handling the uncertainty of where the next job will come from.

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

## Screen NETS criteria and specialisms

**The Screen NETS programme for new entrants is** back by popular industry demand and offering 6 months of fully paid, full time on the job training including work placements, short courses and mentoring with tailored support and guidance throughout. There is time in between placements to carry out research and develop contacts also.

If you are applying you may already have had one or two jobs as a runner or trainee on a production, but this is not necessary if you have transferable skills from other industries, jobs or voluntary experiences that you believe would be relevant.

Please keep in mind when filling in your application that you should make reference to your experience, skills or qualities, which are relevant to the following criteria.

**All applicants for Screen NETS programme** will be able 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.
- 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.

All applicants should also be able to provide references (which may be sought at application stage) and provide a CV along with the completed application

### Specialisms

**You should be committed to one area of specialisation only** and have a basic understanding of how that department works in the industry and what is involved in your chosen area.

It is vital that you specify your chosen specialism in your application (only one choice can be made). **Please note** if you are unsure of what to apply for and would like to discuss further please call our recruitment line (number at end of these guidelines) as it's there to help people make the right decision for them.

**All trainee positions are training to be an assistant in these departments.**

**The specialisms we are recruiting for Screen NETS are as follows:**

## Locations Trainee

- Have a clean driving licence and be eligible to drive in the UK (this is essential for this post as driving will be part of a trainee's role much of the time).
- Can demonstrate good computer skills.
- Able to evidence working with the public with strong people skills.
- Experience of using good organisational skills.
- Can demonstrate good problem solving skills and ability to react quickly when faced with challenges.
- Willingness to juggle a variety of menial tasks with good grace while learning and building experience.

## Camera Trainee

- Can demonstrate good organisational skills from previous work or activity.
- Can evidence ability to work closely with others, anticipating requirements and act effectively in responding to needs of department.
- A good visual sense and basic experience of working with moving image.
- A good basic knowledge of photographic/digital imaging principles such as depth of field, focus, lenses, data card management.
- Have a driving licence and be eligible to drive in the UK with a minimum of one years' experience (unless can't drive for medical reasons).
- Should you be selected for interview you will be required to bring four photographs that you have taken yourself and be prepared to discuss technical aspects and creative decisions made.

## Production Office Trainee

- Experience of good organisational skills, experience of an office environment, and ability to type efficiently.
- Be internet and computer literate with experience of using Microsoft Excel and Word at a competent level. Knowledge of Final Draft software an advantage but not essential.
- Some experience of working with the public.
- A good and polite telephone manner
- Good problem solving skills and the ability to react quickly when faced with problems.
- Attention to detail as well as an overview of a project at all times.
- Have a clean driving licence and be eligible to drive in the UK (this is essential for this post as driving will be part of a trainee's role some of the time).

## Production Accounts Trainee

- A good ability with numeracy
- Knowledge/experience of an accounts environment
- An accounts qualification or working towards one

# SCREEN NETS

industry training

- Theoretical understanding and /or practical experience of at least one of the following
  - Establish monitoring systems for invoices
  - Establish and running Petty Cash
  - Meeting HMRC payroll requirements
  - Establish and running payroll
- Good office and organisation skills with good attention to detail
- Computer literacy, incl Excel (essential)
- Ability to work with a wide range of people with diplomacy and discretion

## Grip Trainee

- Good initiative and ability to respond quickly to different situations
- Ability to collaborate and work as part of a team
- Basic knowledge of working around cameras
- Diplomacy and sensitivity when working with actors and other crew
- High level of physical stamina and health
- Awareness of Health and Safety
- Good communication skills
- Problem solving ability
- Mechanical skills and perhaps some manual labour experience
- Clean driving licence
- Strong technical aptitude and good diagnostic skills

## Costume Trainee

- Proven interest/skills in design
- Good sewing skills
- Ability to work under pressure and as part of a team
- Be hardworking, sociable and have good timekeeping
- Be intuitive – creative as well as practical common sense
- Have a sensitive approach to working with artists and other colleagues often in confined areas.
- Clean driving licence (not essential but desirable)
- Prepared for long hours on set
- Should you be selected for interview you will be required to bring a portfolio that can present your creative and/or making skills that are relevant to working in Film and TV.

## How to apply

Completed applications should be returned along with a current CV and Diversity Monitoring Form by the **strict deadline of 1pm on Tuesday 12 March 2019.** Applications received after the deadline cannot be accepted.

**Please email your application (PDF format only) to**

**Catherine Aitken, Screen NETS Delivery Manager: [c.aitken@napier.ac.uk](mailto:c.aitken@napier.ac.uk)**

**If you prefer you may send a hard copy by first class post. Please ensure it arrives by the deadline:**

Catherine Aitken  
Screen Academy Scotland  
2A Merchiston Avenue  
Edinburgh EH10 4NU

## **Submission check list:**

- Completed application form
- Current CV
- Completed Diversity Monitoring form.  
(This will be separated from your application and filed anonymously. It is not part of the selection process. We would, however, 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.)

## **Need Support in making your application?**

If after reading this application guide you have further questions please do call us on our recruitment support line. We are happy to give you advice in what we are looking for, how the industry works and what skills you might have that you didn't know were relevant. We can also help you if you are unsure of what course or specialism to apply for.

## **Screen NETS recruitment support number: 0131 455 2572**

(Open from Friday February 15<sup>th</sup> then Mon-Fri from 10.30am-1.00pm and 2.00pm 4.00pm)

## **Interviews**

**Screen NETS will conduct 6 days of interviews, one day for each specialism during 1st through to 8th April.**

**NB: YOU MUST** be available for all these dates as the schedule for each specialism is dependent on industry panel availability and may change. All interviewees will be contacted by phone by 25 March. The Screen NETS programme will start in early May

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!**