

LOCATIONS TRAINEESHIP 2023 GUIDELINES

In partnership with the ACT Government and Screen Australia, Screen Canberra is launching a suite of opportunities to build capacity in the local filmmaking community in a variety of roles.

Location and Unit Management is an underserved area within the ACT Region and nationally. Successful applicants will develop the skills needed to pursue a role within the locations department, including scouting, assistance and management and unit management.

- A **Location Manager** is responsible for finding and securing all the locations required for filming on a film or television production. They also handle the logistics of filming at each location, obtaining permits and permissions and often serve as the public face of the production in filming areas.
- During pre-production, a **location assistant** will help with researching locations, organising visits and take photographs of the site. In production, they might write letters to residents informing them of the local filming.
- With some guidance from the director and producer, the **location scout** finds places to shoot that coincides with the director's concepts and fits in the producer's budget. Scouts will use a combination of physical research and direct communication to find locations that meet the brief.

KEY SKILLS AND ATTRIBUTES:

- Ability to lead
- Excellent communication and interpersonal skills
- Ability to read and listen to briefs and creatively interpret them as per instructions given by head creatives
- Competent photography skills
- Strong attention to detail
- Experience with maps and navigation
- A creative spirit
- Must have a driver's License and reliable vehicle
- Organised
- Must be organised, flexible and reliable
- Calm under pressure
- Strong knowledge of Canberra and its geographical locations

SCOPE OF WORK:

Trainees will be equipped with the skills to undertake any of the roles within the location department, as required by various productions.

KEY DATES:

This course is due to be held over 2 weekends, on the 28th, 29th of January and 4th of February 2023.

SCREEN CANBERRA CONTACT:

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ELIGIBILITY:

The applicant must be an ACT, Australian Resident as defined in the Screen Canberra Terms of Trade and be able to supply proof of residency (physical address). A Post Office Box address or other mailbox address is not sufficient.

OUTCOMES:

- A reference letter from Screen Canberra will be provided upon completing the course
- Each attendee will be trained with a suite of skills to work within the location department
- Upcoming work opportunities (production dependent)

DATA PRIVACY:

- Screen Canberra has the right to publish, reproduce and make available the information on the successful applicants for statistical and promotional purposes, including but not limited to, promoting the practitioner or company, promoting Screen Canberra and its activities, promoting The Australian Capital Territory as a film location, and promoting the Australian Capital Territory screen industry.
- Screen Canberra may use the applicant's data in the application to contact the applicant from time to time by email or letter about events, activities, publications and our other services that may be of interest or beneficial to the applicant.
- Any personal information contained in your application is protected by law, including the Privacy Act 1988 (Cth) (Privacy Act). Your personal information will not be used or disclosed for any purpose other than those specified in these Terms and Conditions unless authorised or required by law.
- Please refer to the full Screen Canberra Privacy Policy for further information.

DISCLAIMER:

- The Applicant indemnifies Screen Canberra against all loss, legal fees, damages and other expenses that may be incurred by Screen Canberra as a result of any breach of any of these terms and conditions.