

PRODUCER TRAINING INITIATIVE

PART-TIME/FLEXIBLE LEARNING TRAINEE (PTI 2) GUIDANCE NOTES

- **PROGRAMME LEARNING OBJECTIVES**
 - **TRAINEE SPECIFICATION**
- **TRAINEE TASKS AND RESPONSIBILITIES**
- **TERMS AND CONDITIONS OF PROGRAMME**
 - **APPLICATION INFORMATION**
 - **APPLICATION GUIDANCE**



**north east
england**



Project Part-Financed
by the European Union
European Regional
Development Fund



“We hope to train and develop professionals who will have a long term impact on the regional, national and international marketplace, by producing creative and commercially successful films that audiences will see worldwide”

- Christine Alderson, Ipso Facto Films

PROGRAMME LEARNING OBJECTIVES

The feature film producer training programme aims to be innovative and flexible, and the learning path of each filmmaker will be deciphered according to their needs. A personal training plan will be devised complimentary to the individuals' skills and ambition, which may include:

- Overview of the Role of the Producer and Production Office - from initial concept, through production to distribution and marketing of the finished film. Roles of different types of producer. Relationship to Line Producer, Financiers, Director, Writers, Other Executive/Co-Producers.
- How the international film industry and in particular the UK film industry operates
- Developing an idea, choosing/options a script, attaching a Director, the development process including initial budgeting and scheduling
- Sources of finance, co-production options, relevant treaty and DCMS guidelines. Raising and closing finance.
- Casting, packaging, pre-sales, pay/play deals.
- Pre-Production, production – role of the Producer and production office?
- Post production – which routes/processes and costs? Film delivery
- Insurance, Legals, Completion Bonds, Contracts
- Marketing and distribution of the completed film
- Festivals/Film markets

It is expected that the PTI 2 Trainee will have a good working knowledge and experience of:

- The production manager's/coordinator's/production office role from pre-production to delivery
- The floor, departments and the production office - how they interrelate during production
- Shooting scripts, scheduling, breakdowns
- Industry standard documentation - call sheets, movement orders, shooting schedules, production schedules, contact lists, etc
- Pre-production process and work required for shooting
- Equipment
- Shooting formats/options – ordering and maintaining stock checks/records
- Procedures/processes for dealing with crew, cast, agents etc
- Bookings, orders, monitoring budgets against costs
- Liaison with the Line Producer/PM, accounts department and rest of team
- Contractual paperwork
- Insurance, Copyright, Legals, Health & Safety
- Progress Reports
- Liaison with the financiers, the completion guarantors and any co-producers
- Preparation work required for post production including the post production co-ordinator role

If the PTI 2 trainee is lacking experience in any of the above elements the personal training plan will be adapted to incorporate sufficient training.

All training will aim to be in accordance with National Occupational Standards (NOS).

The trainee will work directly with Producer Christine Alderson in developing their own project and the trainee will also benefit from working across some specific projects including:

- Cannes 2008- A training and work placement with Moviehouse Entertainment will allow the trainee to experience first hand the activities and negotiations of an international sales company at a world class film market
- Irina Palm UK Distribution- Working directly and liaising with Soda Pictures on the release of Ipso Facto Film's multi award winning film IRINA PALM. The trainee will be following the distribution process from beginning to end through a combination of one-to-one and on-the-job training from all the distribution departments of Soda Pictures, making this a unique live case study.
- The Big Pitch- An innovative national competition to find the best micro-budget feature film project in the UK. The trainee will be given a special observer role throughout the process following one film all the way through the processes of development to finance.

Selected participants will benefit from:

- In depth training offered from development to distribution which should add confidence and market knowledge for the trainee
- Knowledge, skills and contacts that would otherwise have taken years to acquire through costly trial and error
- Further developed skills and projects which can be taken to the market
- Networking opportunities and contacts with filmmakers and key decision makers from the UK and Europe as well as the peer group possibilities

We hope to train professionals who will have an impact on the UK and international marketplace by producing commercially and creative successful films that audiences will see worldwide. Producers that can help build a sustainable industry - "one that is populated with stronger British companies with the size and financial resources to aggressively produce and market its own films" - A Bigger Future - The UK Film Skills Strategy

TRAINEE SPECIFICATION

This is not a new entrant's scheme - **You must be able to demonstrate a creative background and an aptitude in your current position that can justify a progression to or in film producing.** To fully benefit from the PTI 2 the trainee must bring a project in development onto the scheme.

Essential

- **Must have the rights to a feature film project that can be used as a live case study throughout the programme and developed alongside the trainee.**
- **SME/Freelancer who is resident in the North East of England.**
- Committed to developing and consolidating your knowledge and skills through a challenging learning programme
- Must have relevant experience or skills in creative field
- Ability to think imaginatively and creatively
- Excellent interpersonal and communication skills (written and oral)
- Basic knowledge and understanding of the local and national film industry
- Ability to excel under pressure, prioritise workload and achieve deadlines
- A dynamic, positive, discrete and professional approach and manner
- Good organisational and administration skills
- Have strong multi-tasking abilities and attention to detail
- Ability to generate original ideas and inspire others
- A proven interest in film and digital technologies
- Ability to manage own workload with limited supervision
- Skills in formulating and implementing plans of work
- Ability to lead a team and work in a team
- Good presentation and negotiation skills
- Good research skills, writing and editing skills
- Creative and calm problem solving skills
- Basic experience of project and team management
- Basic financial skills and budget awareness
- Confidence, assertiveness and motivation
- Patience, stamina, focus and determination
- Computer literate with a working knowledge of Word and Excel packages

Desirable

- An established network of industry contacts
- Experience of working on feature film productions
- Experience in producing in film or other areas
- Knowledge and understanding of industry software eg: EP Budgeting & Scheduling
- Knowledge and understanding of Health & Safety at work
- Clean driving license
- Additional languages

PTI 2 TRAINEE TASKS AND RESPONSIBILITIES

The PTI 2 training programme is a part-time/flexible learning scheme. It is a prerequisite of application that the PTI 2 trainee must bring their own project onto the placement. Having this personal project in development will allow a practical and structured exploration of the Producer Training Initiative's learning objectives.

Throughout their programme the PTI 2 trainee will undergo a series of training and development methods which may include one to one training, other production office work placements, workshops, outside training/short courses (such as short course unit at NFTS), industry meetings, industry training days, networking/events and recommended learning/support materials.

The PTI 2 trainee will have adequate production knowledge and skills, and have some experience in producing. They will mainly work alongside the producer and team of trainers in their continued professional development and feature-film project development/packaging/financing.

TERMS AND CONDITIONS OF PROGRAMME – PTI 2

Regular Place of Training

Ipsos Facto Films, 1 Pink Lane, Newcastle upon Tyne, NE1 5DW

Reporting to

The trainees will report directly to Hayley Manning, Project Manager who is acting on behalf of Ipsos Facto Films in managing the producer training programme on a day-to-day basis.

Duration

6 month part-time/flexible learning training

Hours

The trainee will adopt a flexible training programme deciphered by their level of experience, outside commitments and needs. They will be required to commit to a approximately four days a month and will be also be required to attend industry training courses/networking events.

Holidays

Not applicable to PTI 2 trainee

Tenure

Notice period is one month for both Ipsos Facto Films (as training provider) and trainee.

Remuneration

This is not a salaried position. Full expenses will be paid where appropriate for training courses/events, one-to-one meetings with trainers, networking events etc.

APPLICATION INFORMATION

The deadline for application is 29th February 2008.

Please ensure that you sign and return your completed form to PTI 2, IPSO FACTO FILMS, 1 PINK LANE, NEWCASTLE UPON TYNE, NE1 5DW.

Late applications will not be accepted.

Interviews will take place between 17th – 19th March in Newcastle upon Tyne.

Please be aware that due to time restrictions, it will not be possible for us to give you much advance notice for interviews. We intend to notify shortlisted applicants for interviews by the 13th March 2008.

If applicants do not hear from us within two weeks of the closing date, applicants should assume they have not been successful. Unfortunately due to the number of applications we are expecting, we are unable to give feedback on unsuccessful applicants who do not make the interview stage. We would like to apologise for this in advance and would like to thank you for your application.

Please note the trainee will be expected to start by the 31st March 2008.

APPLICATION GUIDANCE

Introduction

Please read through these guidance notes carefully before beginning to complete your application form.

Please read through the Trainee Specification thoroughly and consider what experience you have from your work, education or your interests that you can bring forward to illustrate your achievements or experience.

Please ensure that you complete the form in **black ink**. Alternatively, you can type or use a word processing application to complete the form. Remember that other people will be reading your form so ensure that they can do so by making your responses legible.

The Application Form

Please note that we will only consider information that is entered onto the official application form. **Additional evidence such as copies of certificates, references, etc. will not be considered so please do not send them.**

Please note that you are entitled to use two sides of A4 to complete any answer/s that you find do not fit onto the space allowed in the application form.

Please tick the appropriate box, indicating whether you are applying for PTI 1 OR PTI 2.

1. Your Contact Details

Ipsos Facto Films intend to hold interviews for the selected applicants between 17th – 19th March 2008 in Newcastle upon Tyne. Please ensure that you submit accurate contact details so that you receive a prompt response on your application. Should your details change for any reason please advise us as soon as possible.

2a. Details of Undergraduate and/or Postgraduate Degree.

(Essential for PTI 1 applicants)

To be eligible for PTI 1 you must have graduated in an undergraduate or postgraduate degree since April 2006.

2b. Your Education, Training and Qualifications

Please list here all of your educational and training achievements that you believe are relevant to your application. Please start with your most recent achievement first. Please note that we are interested in any vocational training you have undertaken as well as any formal or informal training you have taken outside the world of work. For example, you may be involved in arts, community or voluntary work.

3. Your Work Experience

Again, please list all of your work experience (paid or unpaid) starting with the most recent. Give us your start and end dates, details of your employer and your job title, a short description of your job duties and your annual pay if applicable.

4. References

We require you to give us two referees, one of whom must be your current employer or last employer if you are not currently working. Please note that we will not seek to take up your references unless you are offered a placement.

5. Examples of Work

This is for applicants who have previous producing experience in their creative profession. **Please only submit work where you have been credited as a Producer/Co-Producer/Line Producer.**

Please submit up to three examples of work you feel may be appropriate for the application. Please give details of work you are enclosing including type of project, date, running time and your role on the project. Please submit work on DVD.

6. Application Questions - The following questions are to be completed.

- a) What do you see as your biggest obstacle in moving up the industry ladder?
- b) Taking into consideration the aims of the scheme, please explain how you specifically would benefit as a trainee?
- c) Taking into consideration the aims of the scheme, please explain how your development would specifically benefit Ipsos Facto Films (training organisation) and the wider film industry?
- d) What skills qualities and experience do you have which you think will make you a good/successful producer?
- e) Please tell us below how your experience to date meets the trainee specification, using real life examples to illustrate your points wherever possible.

Please use this section of the application form to demonstrate your knowledge, skills and experience of the areas listed. Wherever possible, use real-life examples to illustrate your ability and performance in the areas you select. **This final section of the application form is your opportunity to package and sell how your experience meets the trainee specification.** Please take the time to read through the Trainee Specification and use this as an opportunity to highlight these areas that you may not have been able to emphasise earlier in the application form.

- f) Please tell us about your feature film project. Include a brief synopsis of the project, its current status and the people/talent attached.

This is essential as part of the PTI 2 training programme. Please use this section to give us details of the personal project that you would like to bring with you onto the scheme to develop as part of your training programme. If however you are applying for the PTI 1 training programme and have a project in development please provide details.

7. Signing and Sending of Application:

Please countersign and date the application form. The selection panel will not consider any application that has not been signed and dated. Please ensure that you return your completed form to PTI 2 IPSO FACTO FILMS, 1 PINK LANE, NEWCASTLE UPON TYNE, NE1 5DW by the deadline.

Deadline for this application is the 29th February 2008. You should send your returned form by recorded delivery if you require proof of receipt. Ipsos Facto Films take no responsibility for applications that are lost or not delivered by the closing date.

8. Equal Opportunities Monitoring Form

Ipsos Facto Films are committed to assisting the industry tackle the issue of under-representation of women, ethnic minorities and people with disabilities within the current workforce. Please take the time to complete the Diversity Monitoring Form as this will allow us to evaluate and monitor whether our information, marketing and promotional activity is reaching the audiences we seek to reach. Your completed Diversity Monitoring Form will be separated from your application when it goes forward to the selection panel for consideration. All applications will be judged solely against the published trainee specification.