

# South Australian Film Corporation Program Guideline

## 3.0 PROFESSIONAL DEVELOPMENT

### 3.05 ATTACHMENT

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› Supporting practical and hands-on experience for South Australian screen production professionals

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<b>what is this scheme?</b>	This scheme attaches South Australian screen production practitioners to a department or crew role for a four (4) to six (6) week period, in order for them to gain on-set experience that will develop their career in the film industry.
<b>what positions are eligible?</b>	Attachments applications will be accepted for positions in the following skills or sector gap areas: <b>Attachment to a department</b> <ul style="list-style-type: none"><li>/ assistant director, continuity, editing, location management, location sound recording, production office, sound post production, TV series writing or TV series directing.</li></ul> <b>Attachment to a crew role</b> <ul style="list-style-type: none"><li>/ 1st assistant director, 2nd assistant director, director, line producer, location manager, post-production supervisor, producer, production coordinator, production designer, production manager, senior editor, stand-by props or VFX supervisor.</li></ul>
<b>who is eligible?</b>	Screen production practitioners who: <ul style="list-style-type: none"><li>/ are South Australian residents;</li><li>/ have relevant industry experience and training (outside of secondary or tertiary education) and are working in the industry on a regular basis;</li><li>/ have a credit on at least one completed production of a professional standard.</li></ul>
<b>what is offered?</b>	A grant of up to \$1,000 per week for up to six weeks for an attachment, dependent on the applicant's experience and the crew role. The structure of a crew attachment can take one of two forms: <b>Attachment to a department</b> <ul style="list-style-type: none"><li>/ An emerging crew member (Attachee) is attached to a production or postproduction department on a film or television production.</li><li>/ The Attachee is supervised by a highly experience head of department and is also able to spend time with each member of the department.</li><li>/ The South Australian Film Corporation expects that the Attachee will complete tasks relevant to the attachment position and will be supervised at all times and given appropriate training.</li><li>/ It is anticipated that the Attachee will develop the skills and knowledge to enable them to move into paid employment once the attachment has been completed.</li></ul> <b>Attachment to a crew role</b> <ul style="list-style-type: none"><li>/ An existing professional (Attachee) shadows an experienced crew member who works at a higher level than the Attachee on a film or television production.</li><li>/ The Attachee is instructed by the higher level crew member but remains under the supervision of the head of department.</li><li>/ The South Australian Film Corporation expects that the Attachee will learn and be adequately trained to complete the tasks relevant to the crew role.</li><li>/ It is anticipated that by the end of the attachment the Attachee will be sufficiently skilled to enable them to obtain paid employment in this higher level crew role.</li></ul>
<b>what special conditions</b>	In addition to the assessment criteria detailed in the General Guidelines, the applications

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**apply?**

will be assessed on:

- / the likely benefit of the attachment to the applicant's career and the South Australian industry and
- / the long term goals of the applicant and their commitment to work professionally in the area represented by the attachment.

**Eligible applicants will need to**

- / demonstrate a commitment to working in the South Australian screen production industry and to a career in the position or department nominated for the attachment
- / provide the name and contact details of two industry referees as part of their application and
- / have gained the approval of the production company and head of department or crew member with whom the applicant is intending to be attached.

**Preference**

- / Preference is given to positions for which there is a shortage of qualified crew in South Australia:
  - These positions are identified by South Australian Film Corporation staff in consultation with local producers and industry professionals, and are regularly reviewed and updated.
  - The South Australian Film Corporation reserves the right to approve attachments outside the identified skills and sector gaps where an applicant or production company can make a strong and supported case for an attachment..

**Other eligibility**

- / Full-time employees within the film/television industries are eligible to apply for attachments, but their employer would be expected to contribute a minimum of 50% of the cost of the attachment.
- / Applicants are only able to receive support from the South Australian Film Corporation for one attachment to a department and one attachment to a crew role.

**Ineligible applications**

- / Entry level applicants are not eligible for attachment scheme funding.
- / The attachment scheme should not be used to substitute a paid crew role with an Attachee on any production.
- / Projects where the cast and crew are working for deferred wages, or where relevant South Australian and Federal employment awards or other binding industrial agreements are not complied with, are not eligible for attachments.
- / The scheme does not provide assistance for overtime or expenses such as travel, accommodation or per diems.

**Attachment program**

- / In general, the South Australian Film Corporation expects an Attachee to source their own attachment directly with a production company and/or head of department. However the South Australian Film Corporation may, in consultation with a production company, publicise attachment opportunities through its website subscriber list.
- / The supervising crew member and/or the department head must provide appropriate supervision, assign practical tasks and provide opportunities for the Attachee to learn and engage with the production.
- / The length of an attachment will vary according to the position, the production, the proposed training program and the funds available. In general, attachments range from four (4) to six (6) weeks.
- / Attachees are responsible to the production company in the same way as any other crew member; they are expected to work as part of a team, carry out any tasks assigned to them within the context of the attachment, and maintain confidentiality about the production.

	<ul style="list-style-type: none"> <li>/ If an application is successful, the funding is paid directly to the production company who will deduct tax and any employee related entitlements before paying the Attachee the balance. Please note that a production cannot engage an Attachee until an application has been formally approved by the South Australian Film Corporation. Funding will not be approved retrospectively.</li> <li>/ Attachment Scheme funding is provided as a grant and GST is payable on the grant. The production company will be required to submit a tax invoice to the South Australian Film Corporation in the approved format in order to receive the funding.</li> <li>/ Attachees are required to submit a narrative report within 21 days of the conclusion of the attachment, detailing the outcomes of the experience.</li> </ul>
<b>how do I apply?</b>	<p>The application process is detailed in the General Guidelines.</p> <p>Application forms are available online at <a href="http://www.safilm.com.au">www.safilm.com.au</a>.</p> <p>After reading the General Guidelines and confirming eligibility, applicants are required to discuss their applications with a South Australian Film Corporation project officer prior to submitting an application.</p> <p>Applications are to be received from the Attachee, with input from the production company required.</p>
<b>when can I apply?</b>	<p>Applications will be accepted at any time.</p> <p>To be eligible however, applications need to be submitted at least 20 business days prior to the proposed commencement date of the attachment position.</p>
<b>where do I submit my application?</b>	<p>South Australian Film Corporation 3 Butler Drive Hendon South Australia 5014</p>
<b>where can I find more information?</b>	<ul style="list-style-type: none"> <li>/ Read the South Australian Film Corporation General Guidelines</li> <li>/ Visit <a href="http://www.safilm.com.au">www.safilm.com.au</a></li> <li>/ Contact an Industry Development and Production project officer on 61 8 8348 9300.</li> </ul>

**The fine print**

As with all South Australian Film Corporation programs, the following guidelines must be read in conjunction with the South Australian Film Corporation General Guidelines, Terms of Trade and application form. Applicants are required to discuss their applications with a South Australian Film Corporation project officer prior to submitting an application. General Guidelines and application forms can be found at [www.safilm.com.au](http://www.safilm.com.au)



South Australian **Film Corporation**