



UK FILM COUNCIL
LOTTERY FUNDED

skillset

ON THE LOT

New Entrants Training Programme 2009 – 2010
Based with companies at Pinewood Studios

Do you have a passion for film?

Would you like to be a paid film trainee based at one of the UK's most prestigious studios?

Are you 18 or over and want to be part of a new nationwide ground breaking training scheme?

If so, ON THE LOT, might be for you.....

We are looking for 6 film trainees to work for one year from September 2009 based at Pinewood and Shepperton Studios.

Application deadline: 27th May 2009

For more details go to www.screensouth.org

or email onthelot@screensouth.org

Telephone: 01303 259 777

The programme offers full-time, work-based training for 6 trainees at host companies based at Pinewood and Shepperton Studios. Trainees must be 18 years old or over. Each trainee will specialise in one of the following areas:

- Sound Recording – *Pinewood Sound*
- Sound Editing – *Pinewood Sound*
- Studio Client Liaison – *The Pinewood Group*
- Motion Capture – *Centroid 3D*
- Special Effects – *Effects Associates*
- Camera/Rental co-ordination – *Film Scape*

During the year-long programme, each trainee will receive on-the-job training, specialist short course training, shadowing opportunities, e-learning, mentoring, networking and production based training (where appropriate). Through working with 5 host companies at the heart of the British film industry, trainees will be helped to develop up to date skills, contacts and the knowledge of how to pursue a career as a freelancer in their chosen field of work.

The programme also aims to improve the diversity of the UK's workforce in film, and particularly welcomes applications from those with a black, minority or ethnic background, people with a disability and women.

If you have a disability and would need us to make adjustments for you to participate in the programme, or have dependent care responsibilities, we have a budget to support this.

GUIDELINES:

Who are we?

Screen South (www.screen south.org) is the Government-backed strategic agency for film and media in the South East of England. We aim to stimulate a successful, vibrant film and media industry and to promote the widest possible enjoyment and understanding of film throughout the region.

Skillset (www.skillset.org) is the industry body which supports **skills and training** for people and businesses to ensure the **UK creative media industries** maintain their world class position.

Screen South is based at Pinewood Studios and will be managing this year long programme for 6 trainees working for companies on the premises of Pinewood Studios and Shepperton Studios.

What is the 'On the Lot' programme?

This is a full time training course funded by Skillset's Film Skills Fund. One person will be selected for each of the following 6 roles:

- Assistant Sound Recording Engineer Trainee
- Assistant Sound Editor Trainee
- Trainee Studio Client Liaison
- Trainee Motion Capture Technician
- Special Effects Trainee
- Camera/Rental Co-ordinator Trainee

Full descriptions of the jobs can be found at the end of these guidelines.

Screen South and the host company will give each trainee a formal contract and training plan. This will include:

- Daily work with the company, learning on the job and also being given further training on site;
- Shadowing – overseeing certain activities.
- E-learning tasks – this is computer based training which will be held at the offices of Screen South on the Pinewood Studio Lot.
- Production Based Training – where possible the trainee will be given work on actual productions taking place at the Studios.
- Short Course – over the year the trainee will attend a specialised short course which may be based anywhere in the UK.
- Mentoring – each Trainee will be given a Mentor for the year who they can contact to get regular advice about the industry and their career progression
- Networking – The trainee will be invited to the Studios' Networking evenings which are held every three months – this will help the trainee gain contacts across companies working at the Studios.

Trainees will be working to standards endorsed by the film industry. This will help the Trainee to find work at the end of the year's training programme.

What will the daily work at the company be?

All the companies will have different needs. You will be a junior member of the staff team. You will be assisting the Host Company with their work – this will also include more general office work. You will be given a Work Plan and related job tasks by the Supervisor of the Host Company.

When & where will the programme take place?

The year long paid apprenticeship will take place from September 21st 2009 – September 17th 2010. All the placements will be based at Pinewood Studios except the Studio Client Liaison trainee who will be based at the Shepperton Site.

How much will you be paid as a trainee?

Trainees will be paid a gross salary of £11,290 per annum. Successful applications may be eligible for extra travel expenses in hardship cases. A contribution towards childcare or dependent care costs will be given, where appropriate.

Who can apply?

We are looking for enthusiastic and reliable individuals (18 years old or over) who have either a further education qualification* or paid work or paid trainee experience in any field for at least one year (this can be non-media work). They must also be able to demonstrate a passion for film, and show that they have some experience in a relevant media-related business (this can be weekend or holiday work) – for example:

- Film work experience
- Involvement in making a short film
- Working for a Film Society or club
- Working at Film or Music Festivals
- Writing film reviews for magazines or the Web
- Experience in the music industry (sound-specific trainee roles)
- Experience in theatre
- Experience in event management (client liaison trainee role)
- Experience in the photography/design industry
- Experience in animation (motion capture trainee role)

Please note that this is not an exhaustive list but serves only to give examples of media-related businesses, school and college activity will also be accepted.

*Further education is post-compulsory education (e.g. NVQ, A level etc), applicants who will have a further education qualification by September 2009 are eligible.

Clean and full driving license is essential.

Each applicant who reaches the interview stage will be asked to present evidence of their experience in a media related business.

On The Lot is open to individuals across the United Kingdom.

How to apply

Fill out the New Entrants 2009-10 application form which refers to the job you would like to apply for. Application forms are available on the Screen South website (www.screensouth.org) or by calling 01303 259777. You can only apply for one of the placements advertised on the programme. Send two hardcopies of your application form and CV to the address given below, and email an electronic version of your application form and CV to: onthelot@screensouth.org

All copies of the application form must reach the Screen South Pinewood office by 5pm on **27th May 2009**.

WE WILL NOT ACCEPT LATE APPLICATIONS

Where to send the hardcopies of your application

Applicants must submit two signed hardcopies of their application form and CV by post to be received by Screen South by the appropriate deadline.

**On The Lot
Screen South
Pinewood Studios
Pinewood Road
Iver Heath
Buckinghamshire
SLO 0NH**

What happens next?

Applicants selected for interview will be contacted via e-mail by Wednesday 24th June 2009 and invited to an interview day, attendance is essential – the interview week will be 6th-10th July 2009.

Unsuccessful applicants will find out by e-mail by 3rd July 2009. Unfortunately, due to the volume of applications we receive for our training programmes, individual feedback will not be available.

What happens at the interview?

You will be asked to attend an Interview Day at Pinewood Studios between 6th and 10th July. You will visit the Host Company and meet both host company supervisors and Screen South Executives. You will have an individual interview and may be given a group task.

How will Screen South and the companies support me during my year?

You will be employed by Screen South and formally attached to your host company. Screen South will liaise closely with all the host companies.

Individual training plans and contracts will be monitored regularly by Screen South and host company supervisors to make sure training is consistent with reaching the targets required in order to meet the grades of practice.

The On the Lot project manager will liaise with all the host companies to ensure trainees get the maximum opportunities from their training plans.

The performance of the trainee will be monitored and evaluated on a regular basis by Screen South and the host companies. Similarly the welfare of the trainee will also be closely monitored.

All the E-learning will be on computers located in the Screen South office at Pinewood Studios.

The host companies will give each of their trainees a mentor for the year to help advise them on their career.

If the host company puts the trainee on a production, a crew member will be allocated as a 'Supervisor'.

Job Descriptions:

ROLE: Assistant Sound Recording Engineer Trainee

Host Company: Sound Department at Pinewood

What is the job? As an Assistant Sound Recording Engineer Trainee, the candidate will cover a wide spectrum of activities from studio recording to operational techniques. The candidate will receive practical experience of working with Sound and Picture and will be set tasks to Record, Off Lay, ADR, Foley and Sound Design. In addition to these activities, the Trainee will also gain knowledge of general Bookings and Engineering procedures. At the end of the programme the candidate will be able to make an informed choice as to which area he or she wishes to specialise in, having acquired the specialist knowledge to do so.

Key activities will include:

- Risk Assessment
- Health & Safety
- Set up and Maintenance of Equipment
- Recording
- Logging
- Reporting
- Formats & Transfers
- Digitising & Logging
- Preparation & Process
- Sound Mixing
- Recording & Creating
- ADR
- Foley
- Play-out and Compliance
- Dubbing Mixer
- Collaboration between Producer, Director and Sound Designer

ROLE: Assistant Sound Editor Trainee

Host Company: Sound Department at Pinewood

What is the job? As an Assistant Sound Editor Trainee, the candidate will cover a wide spectrum of activities from studio recording to operational techniques. The candidate will receive practical experience of working with Sound and Picture and will be set tasks to Record, Off Lay, ADR, Foley and Sound Design. There will be an emphasis on sound editing within a post production mixing facility. At the end of the programme the candidate will be able to make an informed choice as to which area he or she wishes to specialise in, having acquired the specialist knowledge to do so.

Key activities will include:

- Risk Assessment
- Health & Safety
- Set up and Maintenance of Equipment
- Recording
- Logging
- Reporting
- Formats & Transfers
- Digitising & Logging
- Preparation & Process
- Sound Mixing
- Recording & Creating
- ADR
- Foley
- Play-out and Compliance
- Dubbing Mixer
- Collaboration between Producer, Director and Sound Designer

ROLE: Trainee Studio Client Liaison

Host Company: Pinewood Studio Group

What is the job? The trainee will be involved in client liaison for all Pinewood Studio Group clients, (Film, TV and Commercial clients that use the facilities). They will mainly support the Head of Group Marketing and they will also be dealing with the Sales Director and Studio Managers in managing and identifying client relationships. Working with all departments across the studios (Pinewood, Shepperton and Teddington) to effectively understand and promote the business. Over the one year period the trainee will develop the skills and knowledge required for a Studio Client Liaison role or other roles regarding the operations of a studio. This job will be mainly based at Shepperton Studios.

Key activities will include:

- Sales and Marketing (in the main)
- Film Studio Management
- Finance – Event budget Management
- HR
- Facilities Management
- Property Management
- Post Production Dept Management
- Health & Safety
- Risk Assessment

ROLE: Trainee Motion Capture Technician

Host Company: Centroid 3D

What is the job? The chosen candidate will be working as a trainee to gain an understanding of Motion Capture and Animation roles and an awareness of application and tools. They will use a variety of software packages and techniques used in motion capture post-production. Packages may range from Maya and Motionbuilder to in-house tools such as LIVE and Reconstructor. The trainee will work in the areas of pre-production, production and post production taking on a range of responsibilities.

Key activities will include:

- Risk Assessment
- Health & Safety
- Optical motion capture systems – configure, calibrate and operate
- Live performance and recording with pre-visualisation (3D real-time feedback)
- Capturing, cleaning and tracking, point cloud data
- Solving cleaned data onto 3D character skeletons
- Motion Capture Editing skills
- Virtual and 3D Camera Work
- Collaboration between Actors, Producer, Director and VFX/Animation Artist
- Research relating to forth coming productions
- 2nd and 3rd AD work
- 3D Animation and modelling (Secondary Skill – Job specific)

ROLE: Special Effects Trainee

Host Company: Effects Associates

What is the job? The selected candidate will be working as a trainee to gain an understanding of the integrated workings of a Physical SFX assistant. They will develop practical skills and use of specialist equipment and materials used for Special Effects within the Film Industry. They will also ensure that health and safety procedures are being adhered to at all times. Darkside Effects, also based at Pinewood Studios has offered a 4-8 week Production Experience job for the Trainee if productions dates fit with the Trainee's yearly plan.

Key activities will include:

- Health and safety
- Understanding of specs and drawings
- Mechanical engineering
- Pneumatics
- Electronics
- Welding
- Water effects
- Hydraulics
- Steel fabrication
- Atmosphere effects
- Pyrotechnic effects

ROLE: Camera/Rental Co-Ordinator Trainee

Host Company: Film Scape

What is the job? The trainee will be responsible for the booking of equipment and liaising with producers/production managers/DOP's regarding equipment costs and specification. They will be involved in sourcing specialist equipment from a variety of suppliers within the film and television industry. They will also organise the logistical aspects of moving equipment to shoots working with small time frames. The trainee will work with key digital formats including Sony XDcam, Panasonic P2, the Red camera and HDCam as well as proficiency in operating and troubleshooting cameras in all those fields and will learn how to transfer footage from these formats onto editing systems. This role will enable the trainee to develop an awareness of other technical equipment within the film industry, such as lighting equipment. They will also develop knowledge of current market led products and camera equipment and the new technology currently in development, in order to provide them with up to date skills and knowledge.

Key activities will include:

- Risk Assessment
- Health & Safety
- Awareness of Camera and Lighting equipment
- Awareness of Grip and Crane equipment
- Awareness of specialist providers of mounts and rigging
- Market awareness
- Value of equipment
- Key developments in camera and grip technology
- Equipment Maintenance
- Experience of set up procedures and care of kit
- Hire and supply procedures

IMPORTANT DATES:

Application Deadline: 27th May 2009

24th June 2009 – Successful applicants invited for interview

3rd July 2009 – Unsuccessful applicants notified

Interview Week: 6th – 10th July 2009

Employment Start Date: 21st September 2009

CONTRACTUAL TERMS:

- Successful Applicants will be on a Screen South Secondment Contract and Partnership Agreements with the Host Companies
- Trainees will be expected to abide by Screen South and their Host Company 's Employment Guidelines
- Trainees will be employed for a 35 hour week – Any other hours will be by arrangement with the Host Companies. Applicants should bear in mind that working in the film industry can often require long days with unsociable hours.

For Further details please e-mail: onthelot@screensouth.org

Download an application form at: www.screensouth.org

Screen South

Pinewood Studios

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USEFUL WEBSITES:

Screen South – www.screensouth.org

Skillset – www.skillset.org

Pinewood Studio Group – www.pinewoodgroup.com

Centroid 3D – www.centroid3d.com

Effects Associates – www.effectsassociates.co.uk

Film Scape – www.filmscapemedia.com



Effects Associates
A Cinesite Company

filmscape|media
.com



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