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## Screenwest / ABC Children's Television Diversity Internship Guidelines

### Program Overview

Screenwest (Australia) Ltd ("Screenwest") and the Australian Broadcasting Corporation (ABC) are committed to working towards a more inclusive and diverse screen industry, and seeks to improve the diversity of the talent that shapes Australian content and the types of stories that are reflected on our screens.

Screenwest and the ABC have established a Diversity Internship, an opportunity for an emerging screen practitioner from a diverse background to spend up to 24 weeks working within the ABC Children's Production Department in Sydney, NSW. It is anticipated that the start date of the internship period will be in late January 2018.

The Diversity Internship will enable a Western Australian practitioner to build their professional experience, expand skills in creative development, and develop contacts within busy production team environments. Depending on prior skills, the internship period will provide a range of immersion opportunities such as taking on the responsibilities of a runner, researcher or coordinator, with a production credit for the work completed.

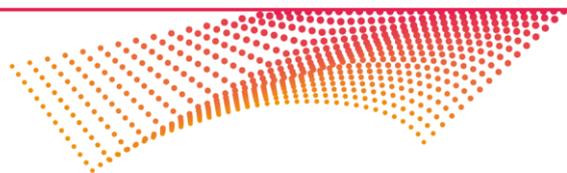
Duties and activities as determined by the ABC Children's Commissioning Editor may include:

- Being a part of the everyday operations of the ABC Children's Production Department;
- Practical experience working on ABC Children's internal productions which may include Good Game SP and ABC ME productions;
- Exposure to creative project meetings and engaging in creative discussions;
- Exposure to the commissioning, development and production process; and
- Fulfilling any additional office or production duties.

This initiative is supported by



Department of  
Local Government, Sport  
and Cultural Industries



Screenwest and the ABC will pay a salary for the internship of up to 24 weeks commensurate to the duties and responsibilities to be undertaken. The successful applicant will also have a mentor within the ABC. Furthermore, financial support for travel, accommodation and access costs will be provided however the applicant will be responsible for making their own arrangements for travel and accommodation.

### **Funding Available**

The successful applicant will be offered a salary of up to \$1,063 per week, in a placement of up to 24 weeks. Screenwest will provide up to \$8,500 for travel and accommodation costs. This is a one-off initiative, with one intake this financial year.

### **Eligibility**

An application must first meet the following Screenwest eligibility criteria to be competitively assessed for the Diversity Internship.

The applicant must:

Meet the general eligibility requirements set out in the [Screenwest Terms of Trade](#).

Be a Western Australian resident.

Be from a diverse background, or an under represented community. Screenwest recognises diversity as differences in gender; age; Indigenous identity; cultural and linguistic diversity (CaLD); disability; sexuality and gender identities, including lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI+); location (including urban communities and remote regions) and socio-economic status.

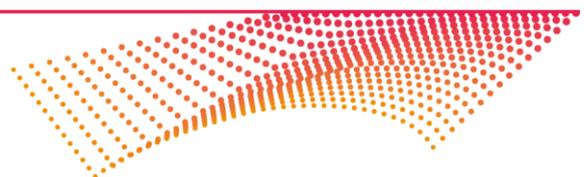
Must not be a fulltime student.

Be in good standing with all previous Screenwest funding and programs. Applicants who have an outstanding acquittal report or deliverables or have not fulfilled their contractual obligations relating to prior Screenwest funding are not eligible to apply unless an alternative arrangement is agreed with Screenwest prior to application. Applicants should contact Screenwest directly for advice on their specific situation.

8. If selected, warrant they are able to reside in Sydney, NSW for the agreed term of the Diversity Internship.

### **Terms of Diversity Internship**

The successful applicant will enter into an employment agreement with the ABC, specifying the terms of the internship, including an acquittal report and other materials.



**Failure to fulfill acquittal and/or meet deliverable requirements as specified within the agreement is a breach of contract. If contractual obligations are not met, Screenwest has the right to recoup funds already paid to the applicant and it may disqualify the recipient from being eligible for future Screenwest funding until outstanding funds are paid back, and the matter resolved with Screenwest.**

## **How to Apply**

Prior to submitting an application, it is preferred that the applicant discuss the application with the program contact.

There is a two-stage application process.

**Stage One** – Applicants will need to submit:

1. A completed Application Form as found on the Screenwest website.
2. Cover letter listing all materials submitted.
3. A statement that outlines your diversity background with reference to the Screenwest recognised definition of diversity, and any support requirements during the internship period. (maximum half a page).
4. A statement on why you would like to undertake the Diversity Internship and how the placement will progress your long-term career goals (maximum one page).
5. A CV or resume including two referee contacts (maximum two pages).

**Stage Two** – Shortlisted applicants will be interviewed by the ABC.

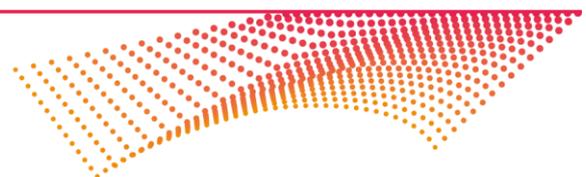
**Applicants must ensure all requested material is completed and submitted together. Applications that do not include all requested material may not be accepted for assessment.**

## **Assessment Criteria Stage One**

Screenwest will shortlist eligible applications against the following criteria:

1. The applicant's screen production experience, skills and creative potential.
2. The career benefit to the applicant, with consideration to their diverse background.
3. Potential impact on achieving greater diversity in the Western Australian screen sector.

Screenwest will take into consideration whether the applicant has projects in development or production that may impact on the quality and timely fulfilment of the internship.



## Assessment Criteria Stage Two

Shortlisted candidates will be interviewed by the ABC.

In addition to the above Stage One assessment criteria, the following criteria will be considered by the ABC (Band 2 Competencies (from ABC Work Level Standards)):

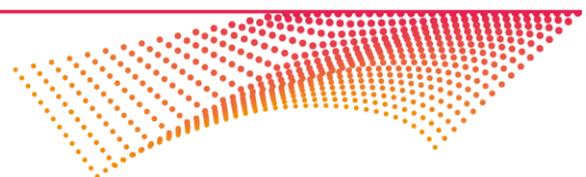
Whether the applicant:

1. Has a basic or developing understanding of TV resource & production requirements relating to budgets, copyright clearance, facilities booking & costing systems, location shooting & logistics and safety requirements/regulations.
2. Can contribute to assignments & deal with the public, showing a good general knowledge of events & issues affecting target audiences.
3. Can suggest relevant story ideas, obtaining information from suitable sources; can assimilate & summarise detailed information, discriminating fact from opinion or judgement.
4. Can write clearly, accurately & to a deadline.
5. Can develop a familiarity with the relevant ABC Editorial Policies and divisional style guides.
6. Is PC literate and developing competence where appropriate in the use of a variety of network or stand-alone office/production-based systems and equipment (eg email, internet, digital/analogue audio/video recording, replay & editing equipment).
7. Has a basic/developing understanding of the pictorial &/or natural sound requirements for a broadcast story or program.
8. Has creative ability, imagination and resourcefulness.
9. Can work under pressure and to deadlines.
10. Pays attention to detail.
11. Can communicate effectively with a wide range of people.
12. Has relevant qualifications & experience.
13. May be developing skills, qualifications or experience in a specialist subject area.

## Closing Date

All closing dates are listed on the Screenwest website and are published in the Screenwest newsletter. To subscribe to the newsletter, go to the Screenwest homepage

[www.screenwest.com.au](http://www.screenwest.com.au)



**All application materials must be submitted by 5:00pm WST on the specified closing date.**

Applicants should allow plenty of time to submit an application in case of unanticipated problems as late applications will not be accepted.

## **Submitting an Application**

### ***Emailed applications***

Applications can be emailed to [funding@screenwest.com.au](mailto:funding@screenwest.com.au). Applicants are to forward all required application materials in a single email. Application materials are not to be emailed directly to individual staff members.

For emails larger than 8MB, send via Screenwest's Hightail Account by following this link:  
<https://www.hightail.com/u/Screenwest>.

### ***Hard copy applications***

#### *Post applications to:*

Attn: Production and Development Assistant  
Screenwest  
PO Box 3275  
East Perth WA 6892

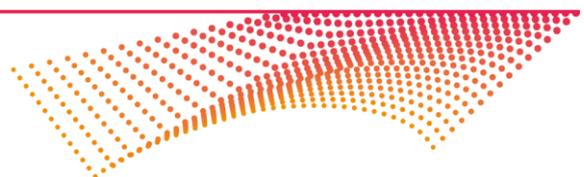
#### *Hand deliver applications to:*

Attn: Production and Development assistant  
Screenwest  
30 Fielder Street  
East Perth WA 6004

Screenwest recommends that mailed applications are sent via registered post. No responsibility is taken for unregistered mail.

### ***Application receipt confirmation***

An application receipt will be forwarded to the applicant within two working days to confirm that Screenwest has received the application. **It is the applicant's responsibility to contact Screenwest if an application receipt has not been received within this timeframe.** Application material(s) will not be returned by Screenwest.



## Program Contact

**Alan Payne**

**Screenwest Development Coordinator**

**T:** (08) 6169 2111

**Toll free:** 1800 463 043 (WA country callers only)

**E:** [alan.payne@screenwest.com.au](mailto:alan.payne@screenwest.com.au)

Applicants should note that just prior to a closing date consultations can be in high demand. Consequently, it is best to telephone or email the program contact for an appointment or general advice well before the advertised closing date.

