



## SBS Diversity Talent Escalator Assistant Editor Placement on EVERY FAMILY HAS A SECRET Series 2

A Professional Placement opportunity is available through the SBS Diversity Talent Escalator supported by Screenwest on an upcoming Docu-series EVERY FAMILY HAS A SECRET Series 2.

Applications close Monday, 9 December 2019 at 5:00pm AWST.

### About the Attachment

The SBS Diversity Talent Escalator is a national initiative focused on increasing the representation of Australia's diverse communities within the television production sector.

The co-funded initiative sees SBS and the screen agencies including Screenwest, collaborate with program producers to secure flexible, on-the-job, paid learning and immersion opportunities that span across SBS's commissioned content slate, from documentary and factual entertainment to food, comedy and drama.

The scheme aims to assist with providing career development opportunities for emerging screen practitioners and freelancers from different backgrounds, providing clear pathways for progression at all levels.

The successful candidate will complete a 12-week Assistant Editor placement under the expert guidance of Senior Editor David Fosdick and Assistant Editor Callum McNeil where they will:

- Gain a thorough understanding of the post production of a series for broadcast.
- Deepen their understanding of the methodology and decision-making process involved in working with a broadcaster.
- Understand the importance of postproduction system requirements and both the research and production methodology involved for a broadcast program.

- Receive the guidance of working closely with a very experienced Editor, Assistant Editor Producer and Post Production Supervisor who will assist in the learning and solving of potential problems before they arise.
- Demonstrates a full understanding and knowledge of sources and research methodology including archive material.
- Work harmoniously with a wide range of people, dealing sensitively with contributors as well as with colleagues.
- Cultivate creative relationships with the Editor / Assistant Editor / Postproduction Supervisor / Producer /Director and other production personnel.

Key Tasks will include:

- organising all raw footage,
- inputting uncut rushes and sound, and synchronising,
- importing and exporting files,
- logging material into database,
- preparing footage for transcriptions and,
- compiling assembly material

Screenwest encourages applications from Western Australians from underrepresented and/or diverse groups, appropriate to the roles. The WA screen industry recognises diversity as differences in:

- gender;
- age;
- Indigenous identity;
- cultural and linguistic diversity (CaLD);
- disability;
- sexuality and gender identities (LGBTQI+);
- location (including urban communities and remote regions), and
- socio-economic status.

The successful recipient is anticipated to commence in the role on Tuesday, 28 January 2020.

## Key Responsibilities and Requirements

In addition to the requirements in the Screenwest [Terms of Trade](#), the successful applicant will:

- Possess well-developed verbal and written communication skills.
- Be self-motivated, enthusiastic and hard working.
- Have the ability to manage time effectively and meet deadlines.
- Have a high-level of attention to detail.
- Be a team player, who listens to, understands and interprets information/instructions correctly.
- Be proficient with PC based computers, and Office software, including word, excel and outlook.
- Have some prior assistant editing experience required – including tertiary and corporate projects.
- Have an ability to deal with sensitive issues in a responsible and thoughtful manner.
- Familiarity with AVID and Adobe Creative Cloud is preferred.

## How to Apply

All program guidelines are to be read in conjunction with the [Screenwest Terms of Trade](#).

Applicants are required to submit the following to Screenwest:

1. A Screenwest [Crew Attachment Program Application Form](#).
2. Professional Development statement outlining how this opportunity will contribute to the applicant professional screen career goals.
3. A one-page CV.
4. A statement that addresses how the applicant represents underrepresented and/or diverse groups relevant to the role.

Applications are to be submitted by email to [funding@screenwest.com.au](mailto:funding@screenwest.com.au). For emails larger than 8MB, submit your application through [Screenwest's Hightail Account](#).

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.

Applications close Monday, 9 December 2019 at 5:00pm AWST.

## Program Contact

To talk to someone about this opportunity, applicants should contact:

**Gabrielle Cole, Production Attraction and Services Coordinator**

**Screenwest**

**T: [+61 8 6169 2117](tel:+61861692117)**

**E: [gabrielle.cole@screenwest.com.au](mailto:gabrielle.cole@screenwest.com.au)**