



## Crew Attachment Program Guidelines

### Program overview

Screenwest recognises the need to foster the growth of Western Australia's below-the-line crew talent in recognition that highly skilled practitioners are vital for the long-term growth of the screen industry in Western Australia.

The Screenwest Crew Attachment Program aims to provide on the job experience for Western Australian screen practitioners who are interested in furthering their career and skills, by shadowing an experienced industry professional on a professional production shooting in Western Australia.

The program is designed to address skills gaps that exist (or emerge over time) and are identified as being of the highest priority within Western Australia's professional below-the-line crew base.

Once the attachment opportunities have been mutually agreed upon by Producer and Screenwest there will be a public call out for applications, via Screenwest newsletter and Facebook page.

### Production Budget Attachment Requirements

Productions that receive Screenwest production funding over \$100,000 are required to budget for and engage a Western Australian attachment/s in consultation with Screenwest.

#### Scripted

- \$299,000 and less in Screenwest production funding – the production must budget for 1 attachment at \$1,000/50-hour week for 6 weeks (\$6,000).
- \$300,000 and greater in Screenwest production funding – the production must budget for 2 attachments at \$1,000/50-hour week for 6 weeks (\$12,000).

## Factual

- \$199,000 and less in Screenwest production funding– production must budget for 1 x attachment at \$1,000/50-hour week x 5 weeks (\$5,000).
- \$200,000 and greater in Screenwest funding – production must budget for 2 x attachments at \$1,000/50-hour week x 5 weeks (\$10,000).

## Eligibility

An applicant must meet the following eligibility criteria to be competitively assessed through this program.

The applicant/s must:

1. Meet the general eligibility criteria as detailed in the Screenwest Terms of Trade.
2. Be a Western Australian resident.
3. Have a clear, demonstrated commitment to a professional career in the screen industry in the area they are applying for the Attachment.
4. Not have already completed a paid attachment in that department on 2 productions.
5. Must not be a fulltime student.

Only practitioner's applications who meet the eligibility criteria will be forwarded to the production company.

The successful applicant/s will be mutually decided upon by the Producer in consultation with Screenwest Management.

## Terms

1. The Attachment must be engaged in a meaningful role during the entirety of the attachment period;
2. The Attachment must receive an appropriate credit for their work on the project;
3. Should the Production Company elect to continue employing the Attachment on that production beyond the term of the attachment, it is expected that the practitioner will be employed at 100% of the minimum award rate for that crew position;
4. The Producer agrees to provide copyright clearance for selected images of the attachment activity for Screenwest to use for publicity purposes promoting the production, the attachment and the Western Australia screen industry.
5. The Production Company will take out and maintain appropriate insurance cover for the duration of the activity period, and beyond the terms of the attachment if the Production Company employs the attachment beyond the term of the original attachment period.
6. Any and all associated employment costs (insurances and all fringes including without limitation overtime, loadings, holiday pay, living away allowance and superannuation must be met by the Production Company/Producer;
7. The Production Company/Producer will take all reasonable steps to ensure the Attachments' services are supervised;
8. The Production Company/Producer will require the Attachments to agree to the standard employee or contractor confidentiality and/or intellectual property agreements before commencing the Services;
9. A skills development plan must be developed by the Production Company/Producer in consultation with the Attachment and Mentor to detail specific skills and agreed development outcomes;
10. The Production Company/Producer will sign a crew agreement with the Attachment.

## Deadlines

Applications must be completed in full and submitted **before 5:00pm AWST** on the specified closing date.

Please check the Screenwest website and the [Screenwest SmartyGrants Portal](#) to see all announced application deadlines.

Acceptance of any additional application materials after this date is subject to Screenwest's discretion.

## How to Apply

Applications will be accepted through the Screenwest SmartyGrants Portal. Do not email applications directly to individual Screenwest staff members.

You can start your application at any time once the portal opens. You can save your progress and return to it at any time before the deadline. **Do not start your application the day it is due.**

An application receipt will be automatically forwarded to the applicant from SmartyGrants 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 two working days.**

If you are unable to submit an application online or having difficulties, please call Screenwest on [+61 8 6169 2100](#) or [1800 463 043](#) (WA regional callers).

**Please note:** the submission portal for all funding programs close automatically at **5:00pm AWST sharp** on the specified due date.

Allow plenty of time to submit your application in case of unanticipated problems. **Late or incomplete applications will not be accepted.**

## Program Contact

For more information on the Attachment Program, and enquiries regarding current attachment positions and filling out the application form, contact:

**Gabrielle Cole, Production Attraction & Services Manager**

**Screenwest**

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

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

**Toll Free:** [1800 463 043](tel:1800463043) (regional callers)

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

**Please note** that just prior to a closing date, meetings with the Production Attraction & Services Coordinator can be in high demand.

Consequently, it is best to telephone or email for an appointment or general advice well before the advertised closing date.