



PRODUCTION, CRAFT & TECHNICAL SCHEME: Production Trainee

June 2024

**WORK PLACEMENT PROGRAMME
JOB SPECIFICATION & GUIDELINES**



PRODUCTION, CRAFT AND TECHNICAL

CANDIDATE INFORMATION PACK

June 2024

Northern Ireland Screen is the screen agency for Northern Ireland. We are committed to maximising the economic, cultural and educational value of the screen industries for the benefit of Northern Ireland. Our mission is to accelerate the development of a dynamic and sustainable screen industry and culture in Northern Ireland.

Our 3 economic, cultural and educational objectives are for:

1. Northern Ireland to have the strongest screen industry outside of London in the UK and Ireland;
2. Ensure the industry supports vibrant and diverse cultural voices that will be recognised and celebrated equally at home and abroad;
3. Mainstream across Northern Ireland the most successful screen and digital technologies education provision in Europe.

Northern Ireland Screen is a company limited by guarantee, currently employing 45 people and we are governed by a Board of thirteen directors. The Chairman is Sir David Sterling and Sir Kenneth Branagh is Honorary President.

Production, Craft & Technical Scheme

This scheme provides training opportunities in a variety of roles in the film and television industry. It is a paid placement scheme ([Real Living Wage](#)) and participants will gain experience on Northern Ireland Screen's funded film and television projects over a two year period. Previous experience is not necessary, however, a keen interest in the film and television industry is essential, together with a willingness to learn, be self-motivated and the ability to work under pressure.

This is a call for applications from those people interested in working in the following department:

- **Production Department**

This programme is open to over 18's only and must not be in full-time education.

Location: Various across Northern Ireland so access to a car would be beneficial.

Hours: 60 hours per week – start and finish times may vary depending on the work schedule at the time.



Who is eligible to apply?

You are eligible to apply if you can answer these four questions:

- Are you eligible to work in the UK?
- Do you currently reside in Northern Ireland?
- Are you over 18 and not in full-time education?
- Are you available to participate in the scheme from August 2024 – July 2026?

If you cannot answer **YES** to these four questions, please do not apply. Ineligible applications will be automatically discarded.

For the avoidance of doubt, Northern Ireland needs to be your primary residence for tax purposes. Applicants residing in Northern Ireland will take priority.

How do I apply?

You can access our online application system via our [online portal](#). Please note, that if this is your first time applying for a role via our online application system, you will be prompted to create a profile. Once registered, the system will retain your information for any future roles you apply for.

How do I obtain application details?

It is preferable that all applications are completed via our [online portal](#). However, should you require an application form in an alternative format, please contact Human Resources via email: Hr@northernirelandscreen.co.uk or on 028-90232444. CVs will not be accepted.

Deadline for applications:	1pm on Monday 22nd July 2024
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PLEASE NOTE: Under no circumstances will applications be accepted after this deadline.

NB: Due to the high volume of applications Northern Ireland Screen receive, unfortunately we are unable to offer individual feedback to unsuccessful applicants.

There may a reserve list of applicants drawn up for this post which would last for a maximum of 12 months. Should a similar post become vacant within this time, it may be offered to those on the reserve list, in order of merit, without further interview.



Production Trainee – Key Information

Post	Production Trainee
Salary Scale	Real Living Wage - £12 per hour
Scheme	Production, Craft and Technical Scheme
Estimated Start Date	August 2024

Job Description

A production trainee is responsible for assisting the Production Co-Ordinator as well as other members of the team to ensure the smooth running of the production department.

Depending on the scale of the production, a production trainee's responsibilities might include:

- Getting lunch and making tea/coffee
- Answering the main production phone and directing calls as required
- Office admin - photocopying, scanning, writing and filing purchase orders, petty cash returns, ensuring the production office is kept clean and tidy
- Distributing paperwork to crew – schedules, scripts, sides, callsheets, movement orders, risk assessments
- Communicating with various departments and external vendors re: travel, shipping, equipment etc
- Organising and collecting supplies – ensuring the production office is stocked with all essentials
- Running items to and from set

Essential Criteria:

- Excellent communication and teamworking skills
- Great organisational skills
- Problem solving skills – taking the initiative when required
- The ability to work calmly under pressure
- Good IT Skills (Including MS Word and Excel)

Desirable Criteria:

- Experience working in a professional filming environment and familiar with the processes of production and departmental requirements
- A clean driver's license and access to a car for work purposes

Please note: If you are offered a placement on our Production, Craft and Technical Scheme and do not have a driving license, it is a condition of the offer that you obtain your license within one year of the placement start date. A failure to do so may result in the termination of your placement.



Selection Process

Northern Ireland Screen's aim is to appoint the best person to each vacant post. Recruitment and selection will be conducted to ensure equality of opportunity and selection will only be made on the basis of merit.

Northern Ireland Screen will follow best practice in recruitment and selection procedure and will ensure that everyone involved in the selection can apply the procedure effectively, consistently and fairly. As far as possible the selection panel will be balanced in terms of gender, community background, etc.

Selection will be based solely on merit measured against clear, precise criteria based on the abilities, experience, qualifications and qualities required for the post. The nature and level of these requirements will be justifiable and appropriate to the job. The selection criteria will be applied fairly and consistently when short-listing, at interview and throughout the selection process.

All candidates will be given an equal chance to demonstrate their abilities and the same standards will be applied to all. As far as possible, all interviews will be held on the same day or completed on subsequent days. Northern Ireland Screen will try to accommodate applicants who request alternative dates or times for interviews but this may not always be possible. Any specific needs relating to access will be accommodated.

The assessments and decisions at the short-listing, interviewing and selection stages will be properly recorded and retained for between 6 months to one year after notifying unsuccessful applicants. Confidentiality will be assured at every stage of the recruitment and selection process. Members of selection panels will not discuss applicants outside panel meetings and all information on applicants will be kept secure and confidential.

The essential criteria for the post will be used to shortlist candidates for interview and it is important that all candidates address each of the criteria clearly on the application form giving specific, personal examples where appropriate. If there are a large number of candidates who satisfy the essential criteria, Northern Ireland Screen reserves the right to take the desirable criteria into consideration in order to reduce the number of candidates invited to interview.

Please let us know if you require any special arrangements throughout the recruitment process.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; or, whether they are married or are in a civil partnership; or, whether they are disabled; or whether they have undergone, are undergoing or intend to undergo gender reassignment.

Guaranteed Interview Scheme

As part of our commitment to the employment of disabled people, we operate a Guaranteed Interview Scheme (GIS). The GIS does not guarantee a job. However, its objective is to ensure a guaranteed number of disabled applicants, who meet the minimum essential criteria for the role they have applied for, are offered an interview.