



IN PARTNERSHIP WITH **NETFLIX**

Guidelines and FAQs

2023

This document outlines tips for applying to the programme, the application questions for you to read through before beginning your online application, frequently asked questions, and our privacy policy.

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Tips for Applying

Before you apply

- Double check you are applying for the correct Grierson DocLab programme. There are three programmes, but only one is currently open for applications: the Grierson DocLab In Focus: Production Management programme, run in partnership with Netflix.
- [Watch our Production Management Discovery Session](#) webinar from 2021 and [sign up for this years'](#), taking place on Wednesday, 9 August at 6pm.

- If you are intending to work in documentaries, it is essential you are interested in the genre, which is extremely varied. If you are struggling to think of different examples, have a look at the Grierson Awards [webpages](#) to get an idea of the range.
- Research and read up about the industry. Some useful sites include: [BAFTA Guru](#), [ScreenSkills](#), [Royal Television Society](#) and [PMA](#).

Preparing your CV

- Tailor your CV to show us the transferable skills you have to progress into a production management career. Some resources and useful sites to look at about CV writing are [You'd Better Work](#), [The Call Sheet](#), [How To Get A Job In TV](#) and [Royal Television Society](#).
- Save your CV as a PDF file, and include your full name when naming it, so we can easily match it to your application.

When you apply

- Read the question and then read it again.

- We recommend **reading through the questions below** and **drafting your answers offline** first, before beginning the online application, as you cannot save to return and finish at a later date.
- Check your application and CV, then check it again. If you have invested your valuable time to apply, you do not want to be let down by poor grammar or spelling mistakes.

Submitting your application

- To apply to Grierson DocLab In Focus: Production Management 2023, you will need to [fill out the application form online](#). There are four main questions that form the application (which you can see below) and further personal information (such as name, email address) and monitoring (for example, what kind of school you went to, your ethnicity etc.) questions.
- Once you have completed the online application, please ensure you have received your **confirmation email** (this may go to your junk folder, so please check there).
- Email training@griersontrust.org if you have any queries.

Application Questions

1. **Tell us about the documentaries you watch. (200 words max)**

- Let us know what films or shows you enjoy, giving us examples.
- Tell us what streaming service, digital channel/website, or TV channel you watched them on, or maybe it was a documentary you saw at the cinema.
- Tell us why you like or dislike them.

2. **Why do you want to work in documentaries, or why have you chosen to work in the sector? (250 words max)**

- What are your reasons for applying for this programme at this time?
- What draws you to this genre?
- Have there been changes in your circumstances?
- Is this a career change?
- Is this you following up an interest or passion, but you never previously knew how you could pursue it?

3. **What characteristics and skills do you have that would make you excel, and stand out in production management? (300 words max)**
- We are seeking individuals with the attributes, skills and personality to thrive in a busy environment.
 - As we have indicated, you do not need to have studied film/media or have experience in the industry, so how do your experiences and skillsets make you a strong candidate for one of the places on the programme?
4. **The Grierson Trust supports groups that are under-represented in the world of documentary programme-making. How do you feel you fit into this and would therefore benefit from being on the Grierson DocLab In Focus: Production Management programme? (300 words max)**
- We want to support the work of the industry to reflect the full diversity of the UK population, and this is your opportunity to tell us how you identify.
 - Give us reasons why you believe you should be chosen. How will you benefit from the programme? What will being selected mean to you?

We also recommend preparing the following:

Grierson DocLab In Focus: Production Management | www.griersontrust.org | @griersontrust | #GriersonDocLab

- As stated above, have your CV ready to upload once you have applied online, making sure it is in PDF format and that the file is saved as your full name.
- Two reference contact details (email addresses and telephone numbers).

As specified above, the online application also includes questions for monitoring purposes.

Accessibility

If you have any access needs, adjustments, or would like to submit your application in an alternative way (for instance with voice notes, a video answer, or if you need support or guidance), please contact us on training@griersontrust.org or call **+44 (0)1462 618 479** and we can assist you.

There is an opportunity to tell us your adjustments on the application form, and should you make it through to the interview stage, all candidates will be asked about access needs and adjustments again.

FAQs

- **Do I have to use up all the word count?**
 - You do not necessarily need to use the full allocation, but we do expect a fully formed response. We want to feel your passion on the page.
- **Why do I have to complete the monitoring form?**
 - The monitoring section of the application form helps us capture information about applicants that feeds into our reporting to funders.
 - The reporting is a condition of securing our funding that enables us to do the work supporting trainees. You can read about why monitoring matters [on the ScreenSkills website](#) and [on the ACAS website](#). Once submitted, your name is removed, and the data will be anonymised.
- **I am currently at university. Can I apply?**
 - You cannot be in full-time education when applying for this programme. This is not a graduate training programme. Applicants need a minimum of three years' work experience with transferable skills for production management.

- **I did not study film or media, nor do I have experience in the industry, is this an issue?**
 - Not at all. It does not matter what you have studied, the most important thing is to convey your passion for documentary programme-making and why you want a job in production management in this industry.
 - We have had trainees on past Grierson DocLab programmes from a variety of backgrounds, who have studied many different subjects and with varied work experience.
- **My CV is very short, or I don't have a CV.**
 - Your CV is important for us to see information that may not be captured on the application form. So, length (ideally no longer than two pages), is not an issue, but making sure you have listed everything to show your experiences, interests, wider skillset, ability to multitask, etc. is.
 - Don't forget to show us the transferable [soft skills](#) that you have developed. There are many great online resources and websites to help you write your CV or to

strengthen what experience you do have. See the section on tips for applying for links.

- **I can't attend some of the dates. Can I still apply?**
 - You have to be available to attend all parts of the programme as listed in the schedule. We are unable to make exceptions.

- **When will I do the placement? I have some holidays and other commitments in the diary.**
 - Placements on a show for Netflix will become available from February 2024 onwards and we expect all of them to be started before April 2024. There may be some flexibility to work around commitments.

- **What will I be paid during the three-month placement?**
 - Successful applicants will be paid £650.00 per week (plus holiday) and will be contracted to an independent production company and paid PAYE as an employee.

- **Will I be working for Netflix?**
 - No, see answer above.

- **What will my job title be whilst on the placement?**
 - The programme is to support your development in production management, you will start your placement as a Production Secretary.
- **Where will I be based during my placement?**
 - The big benefit of the programmes comes from being in the office to observe and network, so the placement will be in person. Placements will be based in London (with possibility of Bristol). For those trainees who may need additional support for accommodation, travel, or other costs in order to relocate, there is the [ScreenSkills bursary fund](#) which you can apply to. If you are successful, we can advise you on how to apply.
- **What support is there for me after I have completed my placement, to find work and other opportunities?**
 - The Trust and Netflix will help to connect you with production companies, introduce you to talent managers and the alumni network also are very supportive. If there are resources to do so, trainees often get asked to stay on with the production company after their placement. The

programme is designed to build up a pool of trainees that Netflix can draw on to work on their productions, so as long as you keep in touch, you are more likely to be connected to further opportunities.

- **I have never been to university or college. Will this be a barrier?**
 - No. We welcome applications from anyone who can demonstrate their passion for documentaries and the transferable skills for production management roles.

- **Why are only UK residents eligible to submit an application?**
 - This programme is designed to get trainees into jobs in the UK. So, whether or not you are British, you must live and have the right to work in the UK (including Northern Ireland).

- **What happens after the training ends?**
 - As long as you keep in touch with us, as we hope you will, we will continue to support you. We support trainees through the mentoring programme, one-to-one contact with the Director of Training Programmes and Training

Programmes Coordinator, invitations to partner events and networking opportunities.

- We anticipate that alumni from our training programmes will stay in touch with The Trust and help grow the network, building support for peers and providing feedback to The Trust to improve future iterations of the training.
 - Netflix will also keep in touch with you and hopes you will stay working with them after the placement. They will also include you in any further opportunities and networking.
- **Who are your mentors?**
 - Established industry professionals with extensive experience in production management.
 - **Can I get feedback if my application is unsuccessful?**
 - Due to the high volume of applications, we are unable to provide any feedback.
 - **If I am selected for the programme, as someone with accessibility needs, what support can I expect?**

- We are aware that some trainees may need additional support, and that the levels of support may change throughout the duration of the programme.
 - We have a specific member of the team who has responsibility for establishing the access needs of all participants, who will work closely with you.
 - We can also provide Access Document templates for use on your placement or in future roles.
 - Ensuring full participation for all candidates no matter their access needs is a top priority for The Grierson Trust and Netflix.
- **How do you make sure the assessment of applications is inclusive and fair?**
 - The Grierson Trust is committed to encouraging diversity and inclusion in all its work.
 - We assess all applications with the personal information removed. This is to tackle any unconscious biases.
 - You can read our diversity and inclusion statement [on our website](#).
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Privacy Policy

By submitting this application **Grierson DocLab In Focus: Production Management 2023** (“Application”) you (“Applicant”) hereby acknowledge and agree that The Grierson Trust (“Company”) shall collect, use and otherwise process certain personal data submitted by and relating to Applicant for purposes connected with the Application, including Company assessing and reviewing the Application and complying with legal and regulatory obligations.

Updating information

Company wishes to ensure that the information it holds remains as accurate as possible and may therefore request Applicant to update Applicant’s personal data at any time solely to the extent required for the Application.

Third parties

Company may, from time to time, need to make some of Applicant’s data available to third parties for assessment of the Application as well as to legal and regulatory authorities solely as required under any relevant law or statute. If such recipient third party is located, or has relevant operations located, in a jurisdiction where data protection and privacy regulations do not offer the same level of

protection as within the European Union (such as the United States of America), Company shall take reasonable steps to ensure the security and confidentiality of Applicant's data and to comply with any relevant data protection laws.

Personal data

Applicant also acknowledges that sensitive personal data (also known as special categories of personal data and personal data relating to criminal convictions and offences) is processed by Company for the purposes connected with the Application, including where permitted under employment legislation or to determine occupational suitability. Company hereby informs Applicant that Applicant has certain rights in respect of his/her personal data (such as access, rectification and portability) and that further information about these rights and Company's processing of personal data generally can be obtained upon request from Company.

UK data protection laws

Company confirms it is compliant with current UK Data Protection laws. If you are successful, The Grierson Trust will share your contact details with Netflix and Netflix will only use this information to stay in touch with you in view of possible opportunities in line with their

privacy statement. Only aggregated and anonymised diversity data will be shared with Netflix.

More information

Read The Grierson Trust's privacy policy:

<https://griersontrust.org/about-us/privacy-policy>

Read Netflix's privacy statement:

<https://help.netflix.com/legal/talentinterestprivacy>.