

Below-the-line (BTL) Crew Capacity Program – Production Company Guidelines

This program helps address priority skills gaps in the Western Australian screen industry by providing paid, on the job experience for BTL screen practitioners on professional productions in Western Australia.

Productions receiving more than \$100,000 in Screenwest production funding must include attachment or mentorship opportunities in their budget.

- \$100,001 to \$199,999 funding: Budget for at least one attachment or mentorship opportunity.
- \$200,000 or more funding: Budget for at least two attachment or mentorship opportunities.

Read these guidelines together with the [Screenwest Terms of Trade](#) and [Glossary of Terms](#). The Terms of Trade outlines our commitment to diversity, equity and inclusion, as well as the terms and conditions on which we do business.

For the purposes of the BTL Crew Capacity Program the:

- Mentor is the person who will advise, train, guide or support the participant.
- Participant is the person undertaking the attachment or mentorship.

Eligibility

The participant undertaking the attachment or being mentored must meet the eligibility requirements in the [BTL Crew Capacity Program - Participant Guidelines](#).

The Opportunity

- Productions can offer attachment and/or mentorship opportunities. We will work with you to identify suitable opportunities.
- The opportunity should align with the production's needs and address priority BTL skills gaps in the Western Australian screen industry.
- A proposal form must be submitted by the production company at least 3 weeks before the start date.

Attachment Requirements

- Each attachment should run for at least 6 weeks.
- The participant shadows an experienced BTL screen practitioner and should not be solely responsible for the role.
- The participant is to complete meaningful tasks with ongoing supervision throughout the attachment.

Mentorship Requirements

- Mentorships are for mid-career and established BTL screen practitioners ready to take the next step in their careers.
- They are available for head of department, second in charge (2IC) or specialist BTL roles.
- The participant should be engaged for the full period normally required for the role on a production.
- The participant takes full responsibility for the role with support from a suitably experienced, paid external mentor.
- Mentors employed by the production company should be available for agreed check-ins and ad-hoc advice throughout the mentorship.
- Mentors should be paid a fee that reflects their time and expertise.
- Mentorship opportunities are agreed between the production company and Screenwest. Generally, they do not require an application process.

Production Company Responsibilities

The production company/producer is responsible for:

- Selecting the successful person for the attachment opportunity through a competitive assessment process. The attachment opportunity will be advertised by us.
- **Employment**
 - Employing the participant and paying the relevant minimum award rate for a 50-hour week or higher.
 - Paying all employment related costs including, wages, superannuation, overtime, insurance, loadings, leave entitlements and any living away from home allowances.
- **Before the attachment/mentorship starts**
 - Ensuring the participant signs any required employment or contractor agreements, including confidentiality and intellectual property agreements.
 - Developing a skills development plan in consultation with the participant and their mentor.
- **During the attachment/mentorship**
 - Engaging the participant in a meaningful role for the full attachment/mentorship period.
 - Maintaining appropriate insurance cover throughout the attachment/mentorship period.
- **After the attachment/mentorship**
 - The participant must receive an appropriate credit for their work on the production.

Contact the Team

Contact the team listed [here](#), or by emailing funding@screenwest.com.au.

Phone: +61 8 6169 2100

Toll free for WA regional callers only: 1800 463 043

Screenwest (Australia) Ltd ABN 43 620 492 300

Screenwest sincerely thanks all its valued partners for their committed and ongoing support of our organisation and the Western Australian screen industry.

This program is supported by

