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# TELEFILM PRODUCER TRAINEE PROGRAM

## 2010-2011

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### PROGRAM DESCRIPTION

The **Telefilm Canada Producer Trainee Program** is administered by the **CFTPA National Mentorship Program** and offers **members of visible minority groups** and trainees of **aboriginal descent** the opportunity to develop their skills in the film, television and interactive media production industry. The emphasis of this program, supported by Telefilm Canada, is on **direct involvement in producing** while creating enhanced professional development opportunities for emerging and mid-level talented professionals that will in turn create employment opportunities, give trainees production credits, and solidify their skills to allow them to compete for emerging and mid-level positions in the sector.



Developing and promoting the Canadian audiovisual industry. Telefilm Canada is a federal cultural agency dedicated to developing and promoting the Canadian audiovisual industry. Telefilm provides financial support to the private sector to create distinctively Canadian productions that appeal to domestic and international audiences. The Corporation also administers the funding programs of the Canadian Feature Film Fund, and the Canada Media Fund.



The Canadian Film and Television Production Association is a non-profit trade association representing almost 400 Canadian production companies involved in television, film and interactive media. The CFTPA's National Mentorship Program (NMP) is Canada's launching pad for the next generation of film, television and interactive media production talent. Our interns train with the best independent producers in Canada in every facet of production - from development to post, drama to documentary.

## APPLICATION PROCESS

The application package must include **FOUR** (4) identical sets, and each set should contain the following documents:

### The trainee portion:

- Completed application form.
- Letter of intent describing how this award would help further your career in film and television in Canada
- Current resume
- At least two letters of reference from past employers or instructors

### The mentor portion:

- Completed application form
- Letter of intent that describes in detail: why your company is interested in mentoring a trainee, how your company would mentor a trainee, and what the trainee would accomplish during the placement with your company
- Name, title, and qualifications of the mentor(s)
- Detailed schedule of training for the trainee broken down into a month-by-month schedule of training with attainable objectives
- Synopsis of production(s) the trainee would be working on
- Proof of financing of the project(s) the trainee would be working on

Send four (4) copies of the entire application package to the CFTPA NMP at its Ottawa office. Late, incomplete, faxed or emailed applications will not be accepted.

**CFTPA-NMP**  
**RE: Telefilm Producer Trainee Program**  
**902-151 Slater St.**  
**Ottawa, ON K1P 5H3**

## DEADLINE

The application must be received in the CFTPA office by **5:00 p.m. Eastern time on July 19, 2010.**

## LENGTH OF PLACEMENTS

Placements are 26 weeks in duration. Please note that all placements must be completed by March 1, 2011.

## ELIGIBILITY CRITERIA FOR TRAINEES

- Must be a Canadian citizen or a permanent resident who is legally entitled to work in Canada
- Must be a member of a visible minority group or of Aboriginal descent
- Must be co-applying with a mentor company. Please note that the CFTPA-NMP staff will provide assistance to interested candidates searching for a mentor company.
- Cannot be an employee, family member, or current CFTPA trainee of the mentor company if the candidate is submitting a joint application with a mentor

### **ELIGIBILITY CRITERIA FOR MENTOR COMPANIES**

- An eligible member of the Canadian Film and Television Production Association (CFTPA) at the time of application
- The training position must be in producing, on a fully financed project that is going to be in production during the placement
- The mentor company will be responsible for providing career assistance, feedback, guidance during, and debriefing following the completion of the placement
- Must be co-applying with a trainee candidate. Unmatched applications will not be accepted. Please note that the CFTPA-NMP staff will provide assistance to interested mentor companies searching for a candidate.
- A mentor applicant cannot be an employer, family member, or current CFTPA mentor of the trainee with whom he/she is submitting a joint application

(For CFTPA membership information please contact the CFTPA's Ottawa office at 1-800-656-7440 ext. 229 or visit our website, [www.cftpa.ca](http://www.cftpa.ca).)

### **PAYMENT OF FUNDS**

Each trainee receives a minimum of \$14,000 for his/her placement. The program contributes \$7,000, while the mentor company must contribute a minimum of \$7,000. Upon selection each mentor company must sign a contract with the CFTPA and the trainee, outlining the requirements of the program, including reporting procedures and how funds will be dispersed. Each financial award is to be solely applied to the trainee's stipend. The CFTPA contribution will be disbursed in three installments. Each installment will be given to the mentor upon submission of an invoice for the amount and the required supporting documentation (invoices, mid-term and final reports, final questionnaires and proof of payment for the trainee's stipend.)

### **SELECTION PROCESS**

A selection panel established and supervised by the CFTPA-NMP and Telefilm will select the placements. Decisions will be based on the criteria set out for both the mentor and the trainee. The panel will be responsible for evaluating applications on their overall merit and the selection panel's decisions on the awarded placements will be final. Given the high number of applications and the limited resources available, some deserving applications may not be successful. All applications will be assessed against the program's goal to create meaningful placements that will ultimately help support emerging and mid-level producers' efforts in developing their producing skills. As such, the selection panel may consider a number of factors in order to make their decisions on applications. These factors may include, but are not limited to, the:

- Viability of the mentor-intern relationship (e.g. shared goals and objectives; post-internship employment opportunities with the mentor company; financial contribution to the intern's stipend; demonstrated commitment to sharing expertise, and ability and experience in training)
- Clear internship objectives and skills development goals
- Strength of the proposed training schedule (e.g. intern's job description; diversity of training; mentor supervision) vs. proposed intern's related education, professional goals, and work or volunteer experience
- Demonstrated commitment to the film, television and interactive production industry

Please note that applications that propose an employee of a company as an intern will not be accepted.

Also note that due to the limited number of placements available, each mentor company is eligible for a maximum of one (1) trainee position.



# TELEFILM PRODUCER TRAINEE PROGRAM APPLICATION FORM



## **TRAINEE INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Email address: \_\_\_\_\_ Website: \_\_\_\_\_

Languages spoken and/or written: \_\_\_\_\_

Highest level of education completed: \_\_\_\_\_

Are you a person of Aboriginal descent? Yes  No

If yes, please indicate which group you belong to: Inuit  Métis  Status  Non-Status

Are you a member of a visible minority group? Yes  No

If yes, please specify: \_\_\_\_\_

## **MENTOR COMPANY INFORMATION**

Company name (full corporate name): \_\_\_\_\_

Mentor name: \_\_\_\_\_ Position: \_\_\_\_\_

CFTPA membership number: \_\_\_\_\_ CFTPA membership category: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_ Website: \_\_\_\_\_



# TELEFILM PRODUCER TRAINEE PROGRAM APPLICATION FORM



## PLACEMENT INFORMATION

Trainee's intended title: \_\_\_\_\_

Start date (YY-MM-DD) : \_\_\_\_\_ End date: (YY-MM-DD) : \_\_\_\_\_

Remuneration: \$7,000 (Program Contribution) + \$ \_\_\_\_\_ (Mentor contribution: minimum \$7,000) = \$ \_\_\_\_\_

### Declaration

We certify that we have read and understood the eligibility criteria and program description. We hereby declare that the information we have provided is complete and accurate.

We, the undersigned, hereby authorize the CFTPA to discuss the contents of this application with Telefilm Canada, the auditor(s), legal counsel, financier(s) and any other person(s) or entity(s) connected with this application for the purposes of administering the Telefilm Producer Trainee Program.

Trainee applicant: \_\_\_\_\_

Mentor applicant: \_\_\_\_\_

Print name: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Please ensure that your application includes four (4) identical sets of the documents in the checklists below:

#### Trainee documents:

- Completed application form
- Letter of intent describing how this award would help further your career in film and television in Canada
- Current resume
- At least two letters of reference from past employers or instructors

#### Mentor company documents:

- Completed application form
- Letter of intent that describes in detail: why your company is interested in mentoring a trainee, how your company would mentor a trainee, and what the trainee would accomplish during the placement with your company
- Name, title, and qualifications of the mentor(s)
- Detailed schedule of training for the trainee broken down into a month-by-month schedule of training with attainable objectives
- Synopsis of production(s) the trainee would be working on
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