



GUIDELINES

CREATE NSW ATTACHMENT REGISTER

Create NSW recognises the need to support creative talent and crew as they grow their careers in the screen industry. Project-based attachments that create on-the-job skills can be an integral part of career development in features, broadcast and new platforms. Create NSW have established an attachment register to capture the details of screen practitioners seeking attachment opportunities.

BEFORE YOU START

Securing an attachment position is competitive and putting together a strong expression of interest takes time and energy.

Before beginning your application, please read the guidelines for information on:

- application process
- make sure that you are eligible to apply for an attachment position
- support material requirements
- assessment criteria


When can I apply?

There is no official deadline for the Create NSW Attachment Register.

Expressions of interest will be considered against available positions, on a rolling basis at any time during the year.

Who is eligible?

- You must be a resident of NSW, and have been for the last 6 months,
- You must be an early or mid-career screen practitioner,
- You must be an individual, have a valid ABN and, if required by law, be registered for GST.

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- Please read these guidelines alongside the Create NSW Terms of Trade for our general eligibility requirements.

Create NSW Attachment Requirements

Screen Production applications must budget for early to mid-career professional attachment opportunities.

Projects receiving Create NSW production finance of between \$100,000 and \$200,000 must provide for one paid production attachment. Priority to be given for attachments to be placed in roles in line with Create NSW gender equity targets.

Projects receiving finance of \$200,000 or above must provide two attachments – at least one to be female, in line with Create NSW gender equity targets, and at least one from Create NSW's Strategic Priority Area groups: Aboriginal and Torres Strait Islander, CaLD, Disability, LGBTQI, Western Sydney, Regional NSW.

Projects receiving finance of \$400,000 or above must provide three attachments - one of them should be identified as a carer. This requirement is in line with the Create NSW 'Screen Momentum' initiative which seeks to address the significant challenges for working parents or carers in the Screen industry. Carers is defined to include childcare, caring for the elderly and self-care.

What support material is required for the expression of interest?

To apply for inclusion on the Create NSW Attachment Register you will be asked to provide the following support material in the application form:


- CV outlining your experience. This can be maximum 3 pages. Please include date and contact details. CVs should be updated every 12 months.
- Details of two industry referees.
- Sample of work, such as a writing sample or showreel. If submitting a showreel or file exceeding 5MB, please provide a link to the video/file download.
- You will also have the option of uploading the details of any projects you might be developing and any creative ideas or prototypes. Supporting documentation - one pagers, documents containing links to files etc. - can be uploaded.

How will the attachment be selected?

Create NSW will maintain an attachment register for practitioners who are interested in undertaking an attachment role. Once the production has identified their requirements, the Screen Industry Development team will review the register and prepare a shortlist of up to three names. This shortlist will be sent to the production house to review and interview before deciding on their preferred applicant.

What reporting is required after the attachment?





Once the attachment is completed, an acquittal report from both the production company and the attachment will be required. The acquittal report templates will be provided by Create NSW.

Create NSW is committed to promoting diversity of opportunity in the screen industry as well as the diversity of screen stories. Alongside its commitment to gender equality and Aboriginal and Torres Strait Islander representation, Create NSW supports the expansion of talent and stories from all genders, cultural backgrounds and sexual orientations.

Assessment Criteria

Expressions of Interest will be assessed for inclusion on the register against a common set of criteria.

Those included on the register will have demonstrated:

- experience relevant to the position they are applying for;
- an understanding of the proposed role; and
- a commitment to pursuing a career in the industry/department/role.

Feedback, review and formal complaints procedures

If you would like to provide us with feedback, or believe you have cause for complaint, the details of our Feedback, Review and Formal Complaints Procedures are available [here](#).

Who should I contact about my application?

For more information about the Create NSW Attachment Register or to discuss your expression of interest, contact Nadia Obeid (02) 8289 6419 or by email to nadia.obeid@create.nsw.gov.au

All applications must be received through the Create NSW online grants administration system, SmartyGrants, through the Apply Now button on the fund webpage on Screen NSW website – www.screen.nsw.gov.au

NEED ADVICE?

Create NSW Staff are available between 9 am and 5 pm (AEST/AEDT) Monday to Friday to provide advice on interpreting the guidelines and the type of activities that are relevant to each program category.