



2016 Guidelines



SCRIPT SUPERVISOR 2016 COURSE GUIDELINES

Application Deadline:
12pm, Monday 24th October 2016

Course Dates:
Start October 31st 2016
End November 11th 2016

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This programme is supported by Creative Skillset's Film Skills Fund, with BFI's Film Forever National Lottery funds.

About The Course

Sgil Cymru's *Script Supervisor* course is a bespoke film training programme specifically designed to equip ten participants with the skills required for working as Script Supervisors in the film industry. Trainees take part in practical, vocational experience in the role in a training environment that closely simulates film production. The course offers a comprehensive outline of the role from pre to post-production, with an understanding of how technology impacts upon the position and the role it may play in the future, from the practical elements of the job to working with VFX.

The course itself is divided into two phases. The first is an introductory five-day week of workshops and masterclasses, the second is a practical five-day week of simulated production. The two weeks run consecutively and are attended by all participants as a group at Pinewood Studio Wales in Cardiff.

The various aspects of the role will be covered in detail, including the following -

Script Breakdowns

Why and how they need to be done, with focus on the importance of every element included in the breakdowns, e.g. time of day, weather, lenses, cast and other elements.

Script Timings

Why and how.

Coverage and Describing Shots

Knowing the script, liaising with the director as to the plans for covering the script, and the various shot sizes and terms used in involved in the planning.

Final Draft and other packages

Using the relevant elements of the Movie Magic/EP Scheduling package used for continuity and breakdown purposes, and an overview of Final Draft's screenwriting software.

Continuity Notes

The value and the process of keeping continuity notes on set, considering which sheets to use and why. Also referencing making and adapting your own sheets and whether this can or should be done.



Relationship with the Director

A thorough examination of the key relationship the Script Supervisor has with the Director during a film's production, and the development of the soft skills required to successfully manage the relationship.

Collaborative Working - Other Departments

How to work with other departments to keep overall consistent continuity during the entire filmmaking process, covering liaison with props, costume, make up, assistant directors and others.

Marking Up Scripts

Examining what editors and directors need in the edit suite, and what they require from the Script Supervisor to aid audio and visual Post Production and ensure a smooth transition from production to post.

This intensive skills development training will all be framed by career development training - pathways and routes for Script Supervisors working in Film will be explored in order to ensure that each participant understands how to make the most of their technical skills and is thoroughly prepared to find work in a Script Supervisor role. Training will also focus on the soft skills required to work as a Script Supervisor, paying particular attention to the requirements of working with colleagues across different departments.

Trainers and speakers include notable experienced industry professionals who have worked on films such as the **HARRY POTTER** and **BOURNE** franchises.

This fantastic training course offers the ultimate opportunity for talented individuals to gain real industry training, and receive continuous support and guidance from top industry professionals.

Who Should Apply and What Qualifications/Experience Do I Need?

You should have EITHER -

A minimum of 3 years of experience in film production in a junior role in any department, but be interested in a role as a Script Supervisor

OR

Some basic experience as a Script Supervisor, possibly in short film or on microbudget productions.



What Are The Course Dates And Where Will The Course Take Place?

The course runs for 10 days, Monday to Friday, over 2 weeks, starting on October 31st 2016 and ending on November 11th.

The training will take place at Sgil Cymru's training centre at Pinewood Studio Wales. The address is

*Pinewood Studio Wales
Wentloog Environmental Centre
Wentloog Avenue
CARDIFF
CF3 2GH*

We'll send successful applicants information on how to travel to Pinewood Studio Wales prior to the course.

How Much Does The Scheme Cost?

Due to the highly subsidised nature of this scheme, participants will ONLY have to pay £350 towards the training costs. Bursaries may be available to cover the course fees - see Creative Skillset's website for more information, or contact your local screen agency.

How Do I Apply?

When applying for this scheme, candidates must submit the following:

- A current CV
 - A 'mission statement' outlining who you are, what your experience in the industry involves, and why you think you are the right candidate for this training scheme.
 - Diversity Monitoring Form (download the form [here](#))
-



Submitting Your Application

We would prefer if you could send us your application via e-mail to help@sgilcymru.com

However, you are also welcome to send it in the post. We strongly advise you to send applications in the post by recorded delivery if you need proof of receipt.

If you are posting your application, please send it to:

*Sgil Cymru
(Script Supervisor 2016)
Pinewood Studio Wales
Wentloog Environmental Centre
Wentloog Avenue
CARDIFF
CF3 2GH*

Please do not duplicate your application, EITHER send it electronically or by post. Applications received after the deadline will not be accepted.

Closing Date

12pm on Monday 24th October 2016

Hints And Tips

- Read the advert and guidance notes and make sure that you are clear about what skills and experience are needed.
- Be clear on what attracted you to apply for this training scheme.
- State how your experience is relevant.
- State how your skills match the scheme requirements.
- Demonstrate any transferable skills that you have which are relevant.
- Check and double check for spelling mistakes and errors.
- Clearly communicate your skills, qualities and experience.
- Make yourself sound positive and enthusiastic.



- Be honest - can you back up your claims in an interview? (Please note that some or all applicants may be required to take part in an interview process prior to being offered a place on the course)
 - Submit your CV and 'mission statement' and diversity monitoring form before the deadline.
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Who Is Sgil Cymru?

Sgil Cymru is the new media training provider for the Apprenticeship in Creative and Digital Media in Wales. Based at Pinewood Studio Wales in Cardiff, the team has almost 75 years combined experience in bilingual media training and production. Sgil Cymru currently has 25 apprentices working at companies across south Wales including BBC Cymru Wales, ITV Cymru Wales, Real SFX and Welsh language broadcaster S4C. Sgil Cymru has recently launched a package of training schemes for film industry professionals.

<http://www.sgilcymru.com/>

Who Are The Funders And Supporters Of This Scheme?

This programme is supported by Creative Skillset's Film Skills Fund, with BFI's Film Forever National Lottery funds.

About Creative Skillset

Creative Skillset works with the UK's screen-based creative industries to develop skills and talent, from classroom to boardroom.

About the Film Skills Fund

Creative Skillset's Film Skills Fund invests in the skills and training of the UK film industry to secure its growth and sustainability ensuring UK film remains world-class. The Film Skills Fund is backed by the British Film Institute (BFI) with the National Lottery funds.

