

## 2018/19 FST Producer Placement Bursary Application Guidelines

The FST Producer Placement Bursary is supported by funding from Creative Scotland. It is designed for those working across the range of producing roles in dance, opera and theatre and focuses on the professional development of producers, by supporting them to undertake a placement with established producers from the UK and internationally.

### Project Specification

The programme operates as a partnership between the applicant and host, and all applications must be jointly developed. This programme is flexible in its structure, allowing applicants to apply for specific projects directly related to their development needs. Successful proposals will outline how the applicant will be supported, taught and mentored by their host for the duration of the placement, and clearly articulate how this pairing will develop skills and experience in the areas identified by the applicant.

Projects can run for the equivalent of 3–12 weeks full time and weeks need not be consecutive. Applicants may come from a range of producing backgrounds. Priority will be given to established producers, although emerging producers may still apply. A host can be a freelancer or a company and based in Scotland, the rest of the UK or working internationally. FST will also accept applications for producers to carry out placements across a number of host organisations.

Applicants are encouraged to identify and approach potential hosts independently, but FST does hold a list of FST members who are, in principle, willing to assist directors. Applicants are also welcome to apply with hosts that are not on this list as no priority is given to those applying with hosts identified on this list. We also hold a list of individuals who are interested in the programme.

Whilst we recognise that having a Placement Producer is beneficial for the host please note that the key aim of this programme is to ensure an effective learning experience for the applicant. We also look for a clear articulation of why this placement could not happen in the host organisation without this bursary.

### Funding Available

The bursary is paid at a stipend of £350 per week. This is an educational bursary and therefore tax free. Host companies are required to make a commitment of a percentage of the total bursary of £350 per week as outlined below:

- FST Full or Individual members: 15% from host, 85% from FST (Host - £52.50 per week + 15% expenses)
- FST Associate members: 20% from host, 80% from FST (Host - £70 per week + 20% expenses)
- Non-members: 25% from host, 75% from FST (Host - £87.50 per week + 25% expenses)

N.B. The FST membership categories above refer to the status of either the host company or the applicant – so where the host or the applicant is a Full or Individual member, the contribution from the host is 15%.

In addition to the bursary, successful applicants will be awarded reasonable travel and accommodation expenses where their placement takes place more than 30 miles one way from their home address. A percentage of this will also be contributed by the host company as outlined above. FST requests that recipients use public transport where possible.

## Selection Criteria and Application Process

The key elements that should be included in your application are as follows:

- Evidence of applicant's commitment to Scottish dance, opera and theatre (as appropriate)
- A clear rationale for the partnership expressing why you have chosen to work together (we expect a statement outlining this from both parties)
- A statement about why undertaking a bursary with this particular host is a clear expansion of the experience of the applicant
- Detail on how the placement will extend the applicants knowledge of producing
- A clear outline of how the host company will integrate the applicant into the process, guaranteeing a high quality learning experience
- An articulation of how the applicant will be supported during the placement including supervision and coaching/mentoring
- A timeline for the bursary period highlighting duration planned for key areas/tasks
- A budget indicating the total cost for the bursary

**The deadline for September 2018 Bursary applications is 5pm, Friday 28 September 2018.**

Proposed placements should not start within 4 weeks of the closing date.

Applicants must email a completed application form and other relevant supporting documents, such as an up to date CV and information on the host organisation, to Fiona McCurdy on [fiona.mccurdy@scottishtheatre.org](mailto:fiona.mccurdy@scottishtheatre.org) by the application deadline to be considered. A panel of industry professionals will evaluate all applications against the selection criteria and select the successful recipients.

FST is committed to treating all candidates equally and is keen to increase the diversity of the Scottish theatre community, as such we welcome applications from all sections of the community.

## Privacy Statement

Upon receipt of your application FST will save an electronic copy of your documents in our digital filing system. Applications will be shared with a small number of industry professionals who will assess the applications at the selection panel meeting, after which they will delete any information they hold. FST will hold details of successful applications for our records but we will destroy all copies of unsuccessful applications by six months after the selection panel meeting.

## Monitoring, Evaluation and Crediting

At the end of the project a joint evaluation which reflects on the benefits and outcomes of the placement must be submitted to FST. This need not be more than 2 sides of A4.

This bursary is made available with funding from Creative Scotland. Host companies are required to include the FST and Creative Scotland Lottery logos and the following credit in the biography or after the name of the placement producer in the production programme:

*Supported by a Federation of Scottish Theatre Producer Placement Bursary with funding from Creative Scotland.*

## Further Information

If you have any queries about the Producer Placement Bursary, please contact Fiona McCurdy, Professional Development Manager at FST on [fiona.mccurdy@scottishtheatre.org](mailto:fiona.mccurdy@scottishtheatre.org) or 0131 248 4842 (please note: Fiona works part time, her usual working days are Tuesday-Friday).