



## **2020/21 Federation of Scottish Theatre - Graduate Bursary**

### **Introduction**

*The purpose of the FST Graduate Bursary and Training Fund is to develop technical and production training, skills and career progression for the performing arts, live events and wider creative industries in Scotland.*

The Federation of Scottish Theatre has designated funding to assist with the professional development of recent (having left formal education less than 2 years ago) technical and production graduates of both further education and higher education. The bursary is designed to allow professional organisations to host placement opportunities with the aim of developing the graduate's career progression through experience in the workplace. The placement should offer the graduate the opportunity to develop the necessary skills and contacts to undertake further work, providing a bridge from formal training to professional employment.

### **Programme**

The Production and Technical Placement Bursary offers host organisations 85% funding to engage graduates in a programme of work for up to 12 weeks. As a host organisation, you must design a viable programme of work and learning within your current operations which will allow a graduate to integrate within the professional environment. They should carry out a sustainable role while being supervised by members of staff.

FST does not hold a list of graduates interested in placements; it will be part of the host organisation's responsibility to source and recruit a suitable candidate.

The placement may run for a minimum of 3 and maximum of 12 weeks full time equivalent. Please note individuals may only receive one award and should not apply again.

Graduates may work in more than one role/department for the duration of their placement. Weeks should run consecutively. Your placement may begin at any time after you have received confirmation that your application was successful and you have recruited a suitable candidate.

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

## **Application Process**

If you are successful in your application to be a host, we would expect you to advertise the placement on your company's website, on the FST website and any other channels you may choose. We would also expect you to apply your equal opportunities policy in managing the recruitment of this role.

Criteria for the successful graduate (which should be included in your person specification):

- They must have completed their formal education in a FE/HE accredited technical or production skills course.
- They should have graduated from a Scottish institution OR if elsewhere, they are now based in Scotland and committed to Scottish theatre
- They must have graduated less than 2 years from the start date of the proposed placement

***NB Please attach a Job Description and Person Specification for the placement along with this application.***

## **Selection Process**

The bursary has a rolling application process with no fixed deadline.

Please allow at least 3 weeks for your proposal to be considered.

We welcome applications from a range of host companies offering different and varied opportunities.

## **Funding**

A fixed sum of £350 per week\* (tax free) will be paid to the successful graduate.

Host companies are required to make a commitment to contribute 15% (£52.50) of the total bursary per week, for every week of the placement.

When you have completed your recruitment, you will be invoiced for the total contribution for the duration of the placement. The total weekly amount will then be paid directly to the graduate by FST on behalf of CPTS.

As the host, you will be responsible for any travel or accommodation expenses incurred by your graduate, as well overtime payments for any additional hours they work in the course of their placement.

This is an educational bursary and is therefore tax free.

(\*this figure is comparable to Equity/BECTU/TMA minimum rates after tax)

## **Monitoring and Evaluation**

At the end of your placement, we would encourage hosts to give us feedback about their experience. We also encourage graduates to comment on their time with the host company.

## **Crediting & Branding**

Please include the FST logo on any job adverts that are created for supported placements. We would also ask that the logos also be used in the production programme of any piece worked on by the graduate, with the line “supported by the Federation of Scottish Theatre and Scottish Drama Training Network” after their name.

If you have any queries and for more information please contact our Professional Development Manager [Fiona McCurdy](#)