



IN PARTNERSHIP WITH **NETFLIX**

Guidelines and FAQs

2022

This document outlines tips for applying to the scheme, the application questions for you to read through before beginning [your online application](#) frequently asked questions, and our privacy policy.

Tips for Applying

- Double check you are applying for the correct Grierson DocLab scheme. There are three schemes, two of which are currently open for applications: Grierson DocLab In Focus: Editing and Grierson DocLab In Focus: Production Management.
- Read the question and then read it again. We often receive applications where only part of the question has been answered.
- Check your application and CV, then check it again. If you have invested your valuable time to apply, you do not want to be let down by poor grammar or spelling mistakes. There are many [online resources](#) offering advice and guidance on how to write a strong CV.
- We are seeking individuals who watch and have a passion for a range of documentaries available on different platforms. Our ideal candidates will have an appetite for watching films and programmes not just online, but who will cover broadcast programming and theatrical features as well. Tell us about the variety of docs you watch and what draws you to them. Your first jobs as Assistant Editors in the industry could involve editing content for BBC Studios, Channel 4, Discovery, National Geographic, CNN, or working on an independently made documentary, as well as any number of productions for Netflix and other streamers.
- Save your CV as a PDF file and include your full name when naming it, so we can easily match it to your application.
- Tailor your CV to show us not only the technical skills but also demonstrate the soft skills you need to be working as a successful editor.

- Research and read up about the industry. Here are some useful sites: [The Rough Assembly](#), [BAFTA Guru](#), [ScreenSkills Post Production careers map](#), and check out the RTS Student Craft [Masterclasses](#) over the last few years.
- If you currently do not have proficient experience of using Avid, have a plan and explain how you are going to demonstrate that you will be ready with the knowledge of the software if you are shortlisted for interview. Check out [Ability Academy](#) and [Soho Editors](#), who deliver online certified Avid Media Composer training. Avid also have a [suite of resources](#) on their website, available for free. Alternatively have a look at [this Udemy](#) course or [this Linked In Learning](#) course.

Application Questions

To apply to Grierson DocLab In Focus: Editing 2022, you will need to fill out the application form online.

We recommend reading through the questions below and drafting your answers offline first, before beginning the online application, as you cannot save to return and finish at a later date.

Once you have completed the online application, please ensure you have received your confirmation email (this may go to your junk folder, so please check there). Email training@griersontrust.org if you have any queries.

- 1. Tell us what range of documentaries, single features or series you have watched over the last 12 months. Explain why you have chosen them, and critique aspects of the editing choices in two of your examples. (300 words)** Developing the skill to become an editor, you need to watch, understand and appreciate the art and craft of the editing process. Describe what you watch and tell us what makes these films,

stand out creatively for you. You may touch upon technical aspects, but this is a chance to explain why the selections work as examples of great filmmaking and narrative storytelling.

- 2. Working as a documentary editor means being proficient and skilled at using Avid Media Composer.** We will consider applicants who edit or have experience in other software packages but if you are selected for the scheme, you will be expected as a condition of the offer, to bring your skills up to speed with Avid.

Please indicate what packages you are proficient in (Select all that apply):

- Avid Media Composer
- Da Vinci Resolve
- Final Cut Pro
- Adobe Premiere Pro
- Other (please provide)

Please indicate your level of proficiency with each of the below editing software (0 being no experience, 5 being extremely familiar/proficient):

- Avid Media Composer
- Da Vinci Resolve
- Final Cut Pro
- Adobe Premiere Pro

- 3. Why do you want to become a documentary editor? (300 words)** What are your reasons for wanting to be an editor? What are the drivers? Was there something you watched that made you think this is what you want to do? What has motivated and inspired you to apply for this scheme? What skills do you have that would make you a great documentary editor?

4. **Can you tell us about the obstacles you have come across in terms of career progression to meet your ambition to become an editor? What would being selected for the scheme mean to you? The Grierson Trust supports groups that are under-represented in the world of documentary programme-making. How do you fit into this criterion? (300 words)** What has prevented you from progressing in your career? How would you being chosen for the scheme improve wider representation within the editing sector?

We also recommend preparing the following:

- Your CV ready to upload once you have applied online, making sure it is in pdf format and that the file is saved as your full name.
- Two reference contact details (email addresses and telephone numbers).

The online application also includes questions for monitoring purposes.

FAQs

- **Do I have to use up all the word count?** You do not necessarily need to use the full allocation, but we recommend a fully formed response. We want to feel your passion on the page.
- **Why do I have to complete the monitoring form?** The monitoring section of the application form helps us capture information about applicants that feeds into our reporting to funders. The reporting is a condition of securing our funding that enables us to do the work supporting trainees. You can read about why monitoring matters [on the ScreenSkills website](#) and [on the ACAS website](#). Once submitted, your name is removed, and the data will be anonymised.

- **I am currently at university, can I apply?** You cannot be in full time education when applying for this scheme. Neither is this a graduate training scheme for individuals who are graduating in 2022; you will not be eligible.
- **I did not study film or media, nor do I have experience in the industry, is this an issue?** Not at all. It does not matter what you have studied, the most important thing is to convey your passion for documentaries and why you want to have a career as an editor in the industry. You could be self-taught, make digital content for brands, cut corporate videos, or edit in your spare time for fun. We are less concerned about how you got your skills, and more interested to know about your focus on the genre and technical skills.
- **I've not used Avid before, is it going to be problematic?** The Grierson DocLab In Focus: Editing scheme criteria asks that you have strong technical editing skills and are technically proficient. The week-long intensive training course will be run on Avid and will require operational knowledge of the software. For example: do you know how to ingest files; have knowledge of bin structures; know how to create sync pools; have experience of GFX workflows; understand cutting tools; know how to group, sync and export media, and understand the importance of EDL. If you are accustomed to using other editing software, do you have the confidence to pick up these skills in Avid during the time between being chosen for the scheme and when the programme starts? Successful candidates will be notified the week commencing 12 August 2022, and training starts 12 September 2022. If you need financial support for an Avid course, we recommend checking out [the ScreenSkills website](#). You may be [eligible](#) for one of their [bursaries](#) to assist with paying for training.
- **My CV is very short, or I don't have a CV.** Your CV is important for us to see information that may not be captured on the application form, including your technical editing ability. So, length is not an issue, but making sure you have listed

everything to show your experiences, interests, subjects studied, technical skills etc. is. Don't forget to show us the transferable [soft skills](#) that you have developed over and beyond your technical competencies. There are many great online resources and websites to help you write your CV or to strengthen what you do have. See the section on tips for applying for links.

- **I can't commit to some of the dates. Can I still apply?** You have to be available to commit to all parts of the programme as listed in the schedule. There will be no exceptions. The prep week (week commencing 12 September) will involve watching and becoming familiar with a significant amount of rushes (approximately 20-25 hours).
- **When will I do the placement? I have some holidays and other commitments in the diary.** Placements will become available from January 2023 onwards and we expect all of them to be started before September 2023. There may be some flexibility to work around commitments.
- **What will I be paid during the three-month placement?** Successful applicants will be contracted to an independent production company and paid PAYE as an employee.
- **What will my job title be whilst on the placement?** The scheme is to support your development as an Assistant Editor.
- **I have never been to university or college. Will this be a barrier?** No. We welcome applications from anyone who can demonstrate their passion for documentaries.
- **Why are only UK residents eligible for the scheme?** This programme is designed to get trainees into jobs in the UK, so it is essential that we prioritise applicants who are able to work in the UK.

- **Where will I be based during my placement?** This will vary from production to production. In 2021/22, some trainees worked part in person, part remotely working with the editor; others were in the editing suite with the editor. Most post houses that the inaugural cohort worked out of were in London. For those trainees who may need additional support for accommodation, travel, or other costs, there is the [ScreenSkills bursary fund](#) which they should make an application to, and outline that they are on a Netflix training programme.
- **What happens after the training ends?** As long as you keep in touch with us, as we hope you will, we will continue to support you through the mentoring programme, one-to-one contact with the Director of Training Programmes, invitations to partner events and networking opportunities. We anticipate that alumni from our training schemes will stay in touch with The Trust and help grow the network, building support for peers and providing feedback to The Trust to improve future iterations of the training. Netflix will also keep you on their database of trainees, and include you in any further opportunities and networking.
- **Who are your mentors?** Established industry professionals in the documentary editing industry.
- **Can I get feedback if my application is unsuccessful?** Due to the high volume of applications, we are unable to provide any feedback.
- **If I am selected for the scheme, as someone with accessibility needs, what support can I expect?** We are aware that some trainees may need additional support. We have a specific member of the team who has responsibility for establishing the access needs of all participants, who will work closely with you. We can also provide Access Document templates for use on your placement or in future roles.

- **How do you make sure the assessment of applications is inclusive and fair?** The Grierson Trust is committed to encouraging diversity and inclusion in all its work. We assess all applications with personal information removed. This is to tackle any unconscious biases. You can read our diversity and inclusion statement [on our website](#).

Privacy Policy

By submitting this application for Grierson DocLab In Focus: Editing 2022 (“Application”) you (“Applicant”) hereby acknowledge and agree that The Grierson Trust (“Company”) shall collect, use and otherwise process certain personal data submitted by and relating to Applicant for purposes connected with the Application, including Company assessing and reviewing the Application and complying with legal and regulatory obligations. Company wishes to ensure that the information it holds remains as accurate as possible and may therefore request Applicant to update Applicant’s personal data at any time solely to the extent required for the Application. Company may, from time to time, need to make some of Applicant’s data available to third parties for assessment of the Application as well as to legal and regulatory authorities solely as required under any relevant law or statute. If such recipient third party is located, or has relevant operations located, in a jurisdiction where data protection and privacy regulations do not offer the same level of protection as within the European Union (such as the United States of America), Company shall take reasonable steps to ensure the security and confidentiality of Applicant’s data and to comply with any relevant data protection laws. Applicant also acknowledges that sensitive personal data (also known as special categories of personal data and personal data relating to criminal convictions and offences) is processed by Company for the purposes connected with the Application, including where permitted under employment legislation or to determine occupational suitability. Company hereby informs Applicant that Applicant has certain rights in respect of his/her personal data (such as access, rectification and portability) and that

further information about these rights and Company's processing of personal data generally can be obtained upon request from Company. Company confirms it is compliant with current UK Data Protection laws. If you are successful, The Grierson Trust will share your contact details with Netflix and Netflix will only use this information to stay in touch with you in view of possible opportunities in line with [their privacy statement](#). Only aggregated and anonymised diversity data will be shared with Netflix.

[Read The Grierson Trust's privacy policy](#).