



New Zealand
FILM COMMISSION



Te Tumu Whakaata Taonga

New Zealand Film Commission
Te Tumu Whakaata Taonga

Access Coordinator Training Program

Guidelines for Applicants

July 2023

Īmēra mai, mēnā he pātai āu.

If you have any questions, please e-mail diversity.inclusion@nzfilm.co.nz



Introduction

The New Zealand Film Commission (NZFC) launched He Ara Whakaurunga Kanorau | Diversity and Inclusion Strategy in 2022. One of the outcomes of the Strategy is that NZFC practices, processes and services are accessible. To help us achieve this outcome, the NZFC is working in partnership with Screen Australia and Bridge06 to implement an Access Coordinator Training Program.

The Access Coordinator role is intended for people from the Deaf/Disabled and/or Neurodivergent (DDN) communities who are committed to improving disability representation and removing barriers to inclusion. An emergent crew role worldwide, Access Coordinators play a vital role in increasing and sustaining an ongoing inclusion of diverse DDN talent in the screen industries.

It is part of an exciting and much needed change that is intended to acknowledge and increase representation of talented emerging and experienced DDN creatives in all roles across the industry.

The program will take place in person over five days in Sydney, Australia, including face to face learning and on set training. The NZFC will send up to three individuals to participate in the program and become trained Access Coordinators.

Support with these guidelines

If you require this information in another format, please email diversity.inclusion@nzfilm.co.nz

[The New Zealand Relay Service](#) is a free service that enables people with hearing and speech impairments to use the phone. You may contact us through the New Zealand Relay Service and quote the NZFC phone number 0800 659 754.

iSign is a service of Deaf Aotearoa that provides NZSL interpreting services. You can book an interpreter [here](#).



The Access Coordinator Role

The Access Coordinator is a Below the Line crew role that works with film and television production to ensure that access and adjustments are implemented so everyone can give their best work on set.

An Access Coordinator can (ideally) be engaged as early as development, but will typically be engaged at greenlight/pre-production, through to production and post as needed. It is a specialised role bringing expert knowledge of film and TV production, as well as experience in advocating for adjustments and access provisions required for DDN talent in front of, and/or behind the camera.

Working with the producer, heads of department, crew members and cast, Access Coordinators ensure best practice can be adopted on set and that productions value hiring DDN talent. They can work with existing diversity and inclusion advisors, complement existing resources/toolkits and broader access training currently on offer.

Program Overview

The program will be an immersive training course running in short modules in person over five days and includes an on-set practical training module.

The course will take a barrier removal approach. It will cover standard production processes, identify where common access barriers may arise and how to advocate for and behalf of DDN cast and crew.

Participants will receive best practice training and standard working templates from world leading experts Bridge06. A toolkit for producers will be available to support the industry as it embraces the role of Access Coordinator.

Access Coordinators will be supported for the following 12 months as they transition into working in the role.



Important dates:

Applications Open: 27 July 2023

Applications Close: 5pm 25 August 2023

Interviews for shortlisted applicants: 11-12 September 2023

Applicants notified of outcome: 22 September 2023

Workshop: 30 October – 3 November 2023

Successful applicants will be provided with the following:

Successful applicants will receive funding for travel and accommodation to participate in the workshop.

Participants will receive a practical guide and standard working templates to facilitate the Access Coordinator role on set.

Who can apply?

To be eligible for this program, applicants must:

- Be a New Zealand citizen or permanent resident.
- Preference will be given to applicants with a minimum of 2 years relevant experience working in the screen industry. This can be in film or TV production (including as an actor), and we may consider those who have transferable skills from other areas. This can include production experience in theatre and the arts, but equally there may be relevant skills that may have been gained while working or volunteering in other media or entertainment sectors.
- Identify as living with disability; deaf/disabled and/or neurodivergent.


Those eligible to apply through the above eligibility requirements must also:

- Be available for an interview on 11 or 12 September if shortlisted (the interview will be conducted virtually).
- Be available for, and commit to the full duration of the workshop dates 30 October to 3 November 2023 in Sydney, Australia.



How to apply

- Applications open on 27 July 2023 and close at 5pm, 25 August 2023.
- We encourage applicants to submit their application online through [this application form](#). However, applicants are welcome to submit their proposals in a format accessible to them including submitting a video, voice recording or a word document. Please contact diversity.inclusion@nzfilm.co.nz to discuss how you can apply using an alternative process.
- Deadline for applications is **5pm, 25 August 2023**.
- You will be required to supply the following materials in your application:
 - Contact details and applicant eligibility.
 - CV/Biography (maximum two pages).
 - A personal statement that includes:
 - Why you wish to apply to this program;
 - How the opportunity supports your career goals and trajectory;
 - Why you believe you are ready for this opportunity; and
 - What you believe you will contribute by participating in this program
 - Your experience of the screen industry or how your previous experience demonstrates readiness to take this role.
 - Any access requirements you need for attending an online interview and attending the workshops.
- Late or incomplete applications will not be accepted unless there are exceptional circumstances such as a technical difficulty.
- Please note that by submitting your application, you acknowledge and agree that your application may be reviewed by external assessors, and you also accept that their identity may be required to be kept strictly confidential.
- You cannot apply for the Access Coordinator training if you have any overdue contractual or reporting obligations to the NZFC.

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- The NZFC will use reasonable efforts to maintain the confidentiality of the information provided by the applicant. Please note that any information you provide to the NZFC is subject to Official Information Act 1982 (OIA) requests. In processing a request under the OIA, the NZFC may consult with the relevant applicant prior to deciding to release or withhold information.

Assessment

Complete and eligible applications will be considered and reviewed by representative from the NZFC, Screen Australia and Bridge06 against the aims and assessment criteria of the Access Coordinator Training Program listed below, and the strengths and capabilities of the applicant entry.

Assessment Criteria


Funding decisions will be made against the following criteria:

- The strength of the applicant's credits and suitability for the opportunity;
- Appropriateness of motivation of the applicant for the opportunity; and
- The perceived experience and knowledge of the applicant pertinent to the activity.

We aim to make the application and assessment process as transparent as possible, but given the volume of applications we receive, we may not have the resources to provide extensive feedback on each proposal.

Next steps

The NZFC will advise applicants of the outcome of their application by 22 September 2023.



Access Coordinator Training Program funding support is discretionary, and all decisions are final. Decisions will be consistent with these guidelines and the NZ Film Commission Act 1978 (NZFC Act).

If you are unsure about your eligibility or have questions about the application, please email us at diversity.inclusion@nzfilm.co.nz. Please note that we are not able to provide creative advice or suggestions to strengthen your application.

Bridge06

NZFC has partnered with Bridge06, an Agency & Consultancy working to bring an Access First Approach to the Media & Entertainment Industries. For more info visit bridge06.com.

Training Program Facilitators

Julie Fernandez

Julie Fernandez is a disabled actress, presenter, and an award-winning documentary maker of 30 years. She has worked across the media spectrum in film, TV and radio across a range of genres and works as an Access Coordinator for businesses and productions – UK.

Sara Johnson

Sara Johnson is an experienced Exec Producer in TV drama, having worked as a commissioner at Sky & Fox and in senior roles at Indies. She founded the company Bridge06 in late 2021, formalising her advocacy and family care experience. She is committed to improving the representation of deaf, disabled and / or neurodivergent talent across the entertainment industries – UK.



Sofya Gollan

Writer & Director Sofya Gollan is an award-winning filmmaker and a graduate from both NIDA and AFTRS. Her career spans a number of disciplines, as an actor she is best known for being on Play School for over 30 years, normalising Disability onscreen well before it was recognised as essential representation. She is also a playwright and has been a Griffin Playwrights Studio Resident. As a filmmaker she has been nominated for 4 AFI/ACCTA Awards (Best Screenplay & Best Director) for her films which have screened extensively here and internationally. She leverages 20+ years' experience to advocate for diversity inclusion, implementing cultural change and representation of diverse content on screen. As such she is a leader in design and delivery of disability-led screen programs and works in leadership roles across the screen, arts and disability sector – Australia.