

ASSISTANT DIRECTORS TRAINING PROGRAM

LOS ANGELES PROGRAM

DIRECTORS GUILD – PRODUCER TRAINING PLAN

2021 ADTP APPLICATION INSTRUCTIONS

There are eleven specific parts to the 2021 ADTP Application. These instructions will repeat when in the ADTP Application portal. Please use this document to assist with preparing to complete the online ADTP Application.

The completed online application and supporting documents must be submitted by the deadline date. You will be required to complete the following steps of this application and upload various documents per our guidelines.

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1 - PROGRAM DESCRIPTION

The mission of the Directors Guild - Producer Training Plan is to provide motion picture and television industry training as directed by the Alliance of Motion Picture & Television Producers and the Directors Guild of America.

The Assistant Directors Training Program recruits a diverse group of applicants from across the United States and provides selected candidates with education, training and paid experience in professional settings, facilitating their development into successful Assistant Directors. The Training Program's ultimate goal is to provide the Directors Guild of America and the Alliance of Motion Picture & Television Producers with Assistant Directors of the highest professional quality.

In order to graduate from the Program, you will be required to complete 400 days of paid, on-the-job training and attend regular unpaid curriculum-based seminars relating to aspects of the industry and your role as an Assistant Director Trainee. During this time, you must live in the Los Angeles area and you will be required to arrange for your own transportation at differing hours of the day and night to a variety of studio and production locations over a large geographic area. You must be reachable and available on short notice for work assignments. You will be assigned to work on episodic television, television movies, pilots, mini-series and feature films in Los Angeles and other various locations. Trainees are not employees of the Training Plan. For the on-the-job training, Trainees are employed directly by studios and production companies. All such employment is subject to the DGA Basic Agreement (a collective bargaining agreement), Training Program Rules & Regulations and studio and production company policies. This Program can take 1.5 to 3.5 years to complete based on the ebb and flow of work in this industry.

The Program is designed to give participants the basic knowledge of the organization and logistics of motion picture and television production, including set operations, paperwork and the applicable working terms and conditions of the collective bargaining agreements for numerous guilds and unions. You will learn to deal with many different cast and crew members while you problem solve in highly varied and sometimes difficult situations. Trainee work is physically demanding and is characterized by long hours and may include periods of unemployment between assignments.

Upon satisfactory completion of the Program, your name will be placed on the Southern California Area Qualification List (QL), making you eligible for employment as a Second Assistant Director and eligible for membership in the Directors Guild of America. There is no guarantee of future employment following Program completion. The career ladder most frequently followed by Assistant Directors is Second Assistant Director, First Assistant Director and Unit Production Manager. This Program emphasizes administrative, managerial and interpersonal skills. Although some of our graduates have become Producers and/or Directors, an Assistant Director is not a junior director or director-in-training.

2 – REVIEW GUIDELINES

Note to previous applicants: changes have been made to the ADTP Application and deadlines may differ from past years. Read the instructions carefully! **We strongly recommend applicants keep a copy of this application submission.** You will have an opportunity to print and save your completed application. We do not accept faxed, emailed or hand-delivered application materials.

Evaluation Period: All complete applications received by the deadline date will be reviewed by our Selection Committee from November through February.

Notifications: Program applicants will be notified by email in late March of next year whether or not they will proceed to the next step in the selection process.

Group Assessment: Selected Program Applicants will be invited to a one-day Assessment Center to be held in Los Angeles during May of next year. Candidates must travel at their own expense to Los Angeles.

***Please note: Due to ongoing gathering restrictions around the Covid-19 pandemic, the location and timing of the 2021 Assessment Center is subject to change.**

Individual Interviews: A select group of Candidate Finalists who have successfully completed the Assessment Center will be invited to be interviewed by a Committee of the Board of Trustees during the week following the Assessment Center.

Successful Candidates: Candidate Finalists who are selected to become members of the Assistant Directors Trainee class will be notified in June and should be prepared to begin Orientation in mid-July.

ELIGIBILITY REQUIREMENTS

All Program applicants must:

1. Have employment eligibility to work in the United States for any employer (we cannot sponsor or sign visas); and
2. Have a high school diploma or GED; and
3. Have a demonstrated interest and/or experience in the motion picture and/or television, entertainment or related industries which can include education, paid or unpaid work experience or volunteer work; and
4. Have at least one of the following:
 - a) A Bachelor's or Associate degree from an accredited college or university; or
 - b) Certification that you are a currently enrolled student who will complete your course work and graduate with an Associate or Bachelor's degree no later than July 1, next year; or
 - c) Written proof that you attained at least the level of E-5 in a branch of the U.S. military service (a copy of your official DD form 214/NGB Form 22 or a document on official letterhead, identifying the separation date and the condition of your Honorable Discharge); or
 - d) Two years (520 actual workdays) of full-time paid employment (or its part-time equivalent). You may also use a combination of college credits and paid employment to meet the eligibility requirements. The combination must equal two years and be balanced (i.e. one year of college credits and one year of work experience).

ESSENTIAL PHYSICAL REQUIREMENTS

The following are the essential physical requirements of the Trainee position:

Mobility: Ability to move rapidly and easily across a variety of terrains, including, but not limited to, performing tasks in and around sets, which can include bundles of cables, steps and stairs, between stage walls, and standing on concrete or stage floors for prolonged periods. Ability to travel rapidly across uneven ground, including rocks, sand, gravel, uneven pavement and walk long distances with the ability to be on one's feet continuously for numerous hours at a time.

Communication: Ability to speak loudly and clearly, hear and see well enough to communicate easily and quickly with large or small groups of people, as well as with individuals either directly or by using a walkie-talkie, cell phone, or other technical equipment. Most likely, all of the foregoing abilities may be required simultaneously.

Stamina: Ability to remain continuously alert throughout long working days and during numerous back-to-back days and/or nights of work.

Environmental Conditions: Ability to withstand prolonged exposure to a variety of environments, including but not limited to: sun, bright lights, noise, dust, smoke, wind, rain, snow and other extreme elements of weather both natural and man-made.

ASSISTANT DIRECTOR TRAINEE JOB DUTIES, WORKING CONDITIONS AND HOURS

Under the supervision of the Unit Production Manager (UPM) and Assistant Directors (ADs), the Trainee provides managerial, administrative, communication, facilitation and support to the entire cast, crew and production personnel working on a production. Essential job functions of the Trainee position include, but are not limited to:

Paperwork: Accurately completing detailed paperwork on a daily basis and delivering that paperwork to the production office at the day's end.

Communication: Communicating the on-going status of all elements of production to everyone associated with the production, including constantly advising the ADs of their own location and the location of actors and crew, as well as what tasks they have completed and when they were completed. Quickly relaying changes in schedule and plans to actors, crew, background, and the production office. Distributing paperwork, schedules, scripts and script revisions (as prioritized by the ADs) to actors, crew and background.

Organization: Organizing the movement of actors and background in and out of the make-up, hair and wardrobe departments and verifying and communicating when actors, background and crew are due to set. Escorting actors and background to the set, properly prepared and on time, and signing them out when dismissed from set.

Planning Ahead and Problem Solving: Working in advance of each scene, monitoring the progress of the crew's work to ensure that all needed elements are ready for the on-going shoot. Anticipating, reporting and helping to solve any problems that may arise.

Set Operations: Assisting the ADs in running the set by helping set background action, coordinating crowd and traffic control, maintaining quiet on the set during rehearsals and shots, loudly and clearly relaying instructions given by ADs on set, addressing large and small groups of people by making announcements, and by helping to solve problems that may interrupt actual shooting.

Facilitation: Facilitating and assisting production continuity by responding to departmental requests; monitoring the safety of the set and communicating safety problems to the ADs; learning union and guild contractual requirements and dealing with compliance issues; taking breakfast, lunch and dinner orders and seeing to their delivery; answering phone, beeper, radio, and walkie-talkie communications; locating people; and taking and delivering messages.

Interpersonal/Work Environment: Fitting within (and usually at the bottom of) a management hierarchy. Interacting with, solving problems for, motivating and serving a large group of people. Handling multiple tasks simultaneously and constantly prioritizing with frequent interruptions. Being alert, positive and approachable by everyone. Coping effectively with widely diverse personalities. Working in close proximity to animals, firearms, special effects and stunts. Working in or around bodies of water, and other natural hazards.

Hours: Work hours are long and often involve protracted periods of near-constant movement. The typical workday is 12 to 16 hours. The work schedule within a given project can shift radically. For example, working Monday through Friday and shifting to a Wednesday through Sunday schedule after several weeks. Alternatively, starting the week working from 6:00 a.m. until 8:00 p.m. and ending the week working from 5:00 p.m. until 7:00 a.m. the following morning.

Trainee Wage Scale: The minimum wage scale for Trainees effective July 1, 2020 is: •1st 100 days of work=\$888/wk. • 2nd 100 days of work=\$953/wk. • 3rd 100 days of work=\$1022/wk. • 4th 100 days of work=\$1090/wk.

These minimum weekly salaries are based on a minimum of 54 hours worked per week; most Trainees work many more hours than the minimum, and are paid applicable overtime. Upon graduation from the Program, you will be eligible for employment as an Assistant Director. The minimum weekly salary for a DGA Second 2nd Assistant Director, as of July 1, 2020, is \$3539.

TRAINEE SELECTION AND PLACEMENT

We usually accept up to 20 Trainees each year, determined in large part by the projected employment outlook in the motion picture and television industry. You must be available to attend New Trainee Orientation in July of next year and begin work thereafter. If you are accepted into the Training Program, you must make a commitment to complete it in its entirety. Without that commitment, you would take the position of another more fully committed candidate. Acceptance into the Program does not guarantee that you will graduate from the Program. To remain in good standing, you must meet all the standards of work performance and behavior mandated by the Training Plan's Board of Trustees, and abide by the applicable terms of the Plan's Trust Agreement and by the Program's Rules & Regulations. You will be given copies of these documents upon acceptance into the Program.

All offers to participate in the Training Program will be made conditioned upon the successful completion of a background investigation, including a review of criminal convictions. (cont.)

All applicants are considered for acceptance on the basis of their individual qualifications in accordance with applicable state and federal laws prohibiting discrimination.

STEP 3 - PERSONAL STATUS

You will be required to complete this section in the portal with the appropriate information. Name, address and other relevant information.

STEP 4 - APPLICATION CATEGORY

You may only choose one category. The supporting documents required for this step depend on which application category you select. Military Service applicants will be required to upload official proof (a copy of your official DD Form 214/NGB Form 22 or a document on official letterhead, identifying the separation date and the condition of your Honorable Discharge) of having been discharged at the level of E-5 or above (or its equivalent) in a branch of the U.S. Military Service. Military Service and Work Experience Equivalency applicants must upload any official transcripts if there are any schools listed in Step 5 – Educational Record.

STEP 5 - EDUCATIONAL RECORD

If you report college education you will be required to scan and attach official transcripts. If you are selected to join the current Class, you will be required to provide the ADTP with the original official transcripts in July of the Class year. If necessary for your category choice, scan and include the “Letter from the Registrar” denoting your current enrollment and pending graduation date when prompted to upload it.

STEP 6 – TRANSCRIPTS

You must upload official transcripts from the colleges and/or schools noted in Step 5 of this application, even if you did not earn a degree. The only exception to this rule is if you have a pending graduation date and if your college/university cannot produce a transcript with classes you are enrolled in currently. In this instance, an unofficial transcript with past course work along with the letter from the registrar memorializing your pending graduation date will suffice. Acceptance into the Program will be contingent upon submitting all original official transcript versions for our records.

If you have listed a certificate you were awarded, you must include a copy of the completion certificate. Do not attach high school transcripts or diplomas.

No PDF documents with an expiration date or are “locked” and may require a password will be accepted. If the PDF document expires or we cannot print, save or copy the file, your application will be rejected. We do not accept photographs of documents. Document submissions that are photographs will result in the application being rejected. Only PDF files are allowed.

If you transferred credits from one college to another, and it is reflected on the transcripts, it is unnecessary to submit original transcripts from the transferred college unless the more recent transcripts do not denote your GPA and/or the bulk of your credits originated from the transferred college.

We need to see your grades and GPA. If you are currently attending classes and no transcript can be provided, you must submit proof of enrollment with a copy or non-official version of your transcripts. The proof of enrollment may be a copy or electronic version from the Registrar. We reserve the right to contact the Registrar for verification. You must submit a letter from the Registrar’s office indicating your projected graduation date if it will be on or before July 1, 2021. You may not send the proof of enrollment in lieu of transcripts.

If necessary for your category choice, scan and include the “Letter from the Registrar” denoting your current enrollment and pending graduation date when prompted to upload it.

If you are applying under "Work Experience Equivalency" or "Military Experience," you must submit all transcripts from every college you list on this application, if any.

If you have previously submitted transcripts, we retain them for 5 years and you do NOT need to re-submit them for that time period. You are welcome to email us at mail@dgptp.com requesting verification of any transcripts on file.

If you previously submitted a transcript letter from the registrar before graduating, and you have earned your degree since your last submission, you must resubmit a transcript indicating the degree earned. You MUST submit any NEW transcripts if you have taken more classes since your last submission and listed them on this application. (Cont.)

Transcripts must indicate all courses taken to date, grades and degree(s) received. Each transcript must include a key to reading it.

Transcripts submitted from educational institutions outside the United States must meet the above requirements and, if not in English, must be translated into English by a recognized interpreter and must be notarized. It is your responsibility to provide official documentation proving that your course work compares to that of a U.S. college.

If you have received or will be receiving a Master's Degree, Ph.D. or another graduate degree, you are still required to submit your undergraduate transcripts.

STEP 7 - VOLUNTARY SURVEY

We appreciate you completing this voluntary survey, which gathers information required by applicable state and federal law. The information gathered will be kept separate from your application and will be used for statistical purposes only; it will not be used in the admissions process and will have no bearing on your admissions status. You will be asked to complete this in the portal.

STEP 8 - APPLICANT ESSAYS

Please answer the following questions in a typed format using black ink on white letter-sized paper with 1 inch margins on the top, sides and bottom of the page. Text will be double-spaced in Times New Roman using 12 pt. font. **DO NOT WRITE YOUR NAME, ADDRESS OR INITIALS ON THE ESSAY.** Save this essay in PDF format and upload as stated below.

You must restate the essay question title and question in full above each answer. You are welcome to use single-space, bold, italics or smaller font for the questions only. Your total essay page submission may not exceed four (4) pages.

1) Each response should be no longer than half a page. Use no more than a total of two pages to restate and respond to questions 1. A. – 1. D.

- A. Your reasons for wanting to be an Assistant Director Trainee;
- B. Your short and long-term goals in the entertainment industry, 5 years, 10 years;
- C. How you have confronted and overcome adversity (hardship) in your academic and/or work life (be specific: the situation/what you did/the results);
- D. Experiences that illustrate that you have the potential to be a successful Assistant Director. Do not feel restricted to traditional criteria such as academic records, work history or organizational involvement.

2) Personal Accomplishment: Use no more than half a page to describe the one thing you have accomplished which makes you the most proud.

3) Organizational Experience: Use no more than half a page to demonstrate, with specific examples, the skills you have in: organizing people or events; setting and achieving group goals; juggling conflicting priorities; and handling multiple tasks concurrently. This may be based upon experiences in the workplace, high school, college or activities outside of work or school. Focus on the role you played in those activities.

4) Hobbies and Interests: Use no more than half a page to describe your interests outside of film/television.

5) Stress Management: Use no more than half a page to describe the details of an experience that demonstrates your ability to work long hours under stressful or demanding circumstances or conditions.

STEP 9 - EMPLOYMENT RECORD

Be prepared to list the jobs you have held in the last five years or your last five jobs, whichever represents the longer time period. If you have held more than five jobs in the last five years, please ensure they are indicated on your resume. Any employment noted on Work Experience Equivalency Forms must be listed in this section. Include unpaid experience such as internships, volunteer and/or student film work. If you have extensive freelance (per project) or production experience, such as multiple day player employment on the same production, you may list it once and total the number of days you have worked on that particular show/production/studio. You may summarize but be as accurate as possible, and **include the total day count for each show/production/studio.** Any misrepresentation or omission of relevant facts may constitute cause for automatic disqualification from consideration and/or may constitute cause for immediate disciplinary action up to and including dismissal from the Program and from any employment obtained hereunder. Final acceptance into the Training Program is dependent on employment references. All contact information must be current.

The portal form limits you to listing five employers.

STEP 10 – RESUME

Upload in PDF format a current, one-page, letter size, and single-sided resume in black ink on white paper using 12 pt. Times New Roman font. **DO NOT INCLUDE YOUR NAME, ADDRESS, TELEPHONE NUMBER, OR WEB LINKS ON THE RESUME.** Do not include personal references or letters of recommendation. The resume submitted should correspond with your employment record in Step 9 of your application, **including the day counts for production jobs.** Do not add graphics or pictures to the resume submission.

PDF documents with an expiration date, or are “locked” and may require a password to open, will NOT be accepted. If the PDF document expires or we cannot print, save or copy the file, your application will be rejected. We do not accept photographs of documents. Document submissions that are photographs will result in the application being rejected. Only PDF files are allowed.

STEP 11 - WORK EXPERIENCE EQUIVALENCY

If you apply under this category, applicants must upload proof of paid work experience. Employment (work experience) does not have to be entertainment industry related. You must upload, as one scanned document, the separate Work Experience Equivalency forms for each employer and for each position held with that employer. You must supply proof of enough work experience that equals two years of full-time employment.

Work Experience Equivalency with College Credits category applicants must upload proof of paid work experience that equals one full time year of work, plus, the equivalent of two semesters of full time college credits/hours. You would/should have uploaded any official transcript copies in Step 6.

College credits documented in Step 6 may count toward your Work Experience Equivalency. The Training Program evaluates your experience based on information uploaded by you on the Work Experience Equivalency Form(s) that are completed by your past or present employer(s), and shall be the sole judge of whether such experience shall be credited. The form(s) must have the employer's original signature and be complete. If you are accepted into the current ADTP class, you will be required to furnish us with the original forms upon acceptance. Acceptance into the ADTP is conditional upon furnishing us with original transcripts and/or Work Experience Equivalency Form(s) if you are invited to join this year's Program.

If you have previously submitted Work Experience Equivalency Forms, we retain them indefinitely as of 5 (five) years ago and you do NOT need to again submit them for that time period. You must upload any new Work Experience Equivalency Forms if you have continued to work since your previous application and they are needed to qualify under this category. You must include all Work Experience Equivalency Forms in the document you upload. There will be no exceptions made.

At the end of this document, there is a copy of the Work Experience Equivalency Form for your use if you apply under that category(s). Once complete, scan and upload the document(s) as one PDF file when you arrive at Step 11. We do not accept pictures of documents.

In the event you may need to resubmit your application due to it being rejected, the Work Experience Equivalency Form will be available on our website at www.trainingplan.org. On the website, click on the Application Instruction Button and it will take you to the page that has the form. You must rescan any new or revised forms with your acceptable forms and resubmit them again as one PDF document.

*Please scroll down for the Work Experience Equivalency Form should you need this for your submission under that category.
Note: If you are not applying using either Work Experience categories, you DO NOT submit this document.*

This concludes the instructions for your ADTP Application submission. Thank you and good luck!

ASSISTANT DIRECTORS TRAINING PROGRAM 2021

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Step 11 WORK EXPERIENCE EQUIVALENCY FORM

I voluntarily and knowingly authorize any present or past employer or supervisor, administrator, and/or other persons to provide the below information to the Assistant Directors Training Program (ADTP) by completing this form. I voluntarily and unconditionally release any named or unnamed employer from all liability resulting from the furnishing of this information. A photocopy or faxed copy of this form shall be as valid as the original. I hereby authorize you to complete this form, which I will forward to the *Assistant Directors Training Program*.

Name of Past/Present Employee
(Trainee Applicant)

Signature of Past/Present Employee
(Trainee Applicant Signature)

Date

EMPLOYER: You must fill this section out completely! Check off and fill in all spaces with exact day counts! We cannot accept this form if it is filled out by the employee.

The individual listed above is applying to the *Assistant Directors Training Program*. To process the application, we must verify his/her employment with your company. Please fill out this form completely. If the employee held different positions with the company, please fill out a separate form for each position held. **Be sure to indicate the dates of work and the exact number of days actually worked.** Do not count weekends, holidays or other days not worked in your day count. **Please type or print neatly. Please return this form to the past/present employee who will submit it to the ADTP.**

Name of Employee/ADTP Applicant

Name of Employer/Company



Job Title Past/Present Employee

Write in the Exact Number of Workdays or Total Hours
(Do not count days not worked)

Check off the applicable Workweek Day Count while employed :

- 5 Day Workweek
- 6 Day Workweek
- Intermittent Employment

Check off applicable Full Time or Part Time Status while employed:

- Full Time
- Part Time

Explain if none of these apply:

____/____/____
Month / Date / Year
Exact Date Employment Began

____/____/____
Month / Date / Year
Exact Date Employment Ended or
state if "Still Employed"

Please give a brief description of the responsibilities and tasks performed by this individual while under your supervision.

Employer Signature

Title

Date

Employer Name (Print)

Telephone Number