

Creative Skillset's Series Producer Programme 2018



Supported by BBC, Channel 4 and Channel 5 via the
Creative Skillset TV Skills Fund

Frequently Asked Questions

Q. How do I apply for this Programme?

You can find out more about the application process at [Creative Skillset Series Producer](#). The application is hosted on Creative Skillset's Hiive platform. [Go to this link to apply](#) .

Q. Do I have to complete a Hiive profile first?

Yes, you will not be able to proceed without a Hiive profile. It is a very straight forward process. Being part of Hiive will give you other benefits including networking and the opportunity to hear of other programmes and initiatives.

Q. How do I get help with technical issues on Hiive?

You can get help from the Hiive team by emailing us on TVSP@creativeskillset.org

Q. Is this the same as the 2016 and 2017 Programme?

The 2018 Programme will offer all the same benefits as 2017's Programme through training, mentors, masterclasses and networking. The success rate is that more than 70% of previous delegates have reached SP level since joining the Programme. In addition, three previous delegates have become commissioners. Delegates will receive the same level of training and mentoring and access to industry events and festivals. We have unfortunately had to increase fees this year.

Q. Can I speak to someone about the Programme and the process?

Yes. Should you wish to have a one-to-one Q&A session with Donna Taberer, the Programme Manager, then please get in touch via TVSP@creativeskillset.org. Face-to-face sessions will be available on 29 November and 6, 12 and 19 December at various times, but will fill up quickly. In the event of a face to face session not being available individual conversations can also be held by telephone or via Skype. Should you have any quick questions regarding specific eligibility criteria then please get in touch with Donna directly: donna.taberer01@gmail.com. There will also be a Twitter Q&A on the 12 December from 1-2pm. Tweet your questions to @SkillsetSSC using the hashtag #TVSkillsSP.

Q. What is the closing date?

The closing date is Monday 8 January, 2018 at midday.

Q. Can I apply after the closing date?

No. There will be no exceptions. The application process will be open for seven weeks. We encourage applicants to apply as soon as possible and not leave it until the deadline. Also, if you complete the process over the Christmas/New Year holiday period there will be no staff on hand to answer questions after 22 December until 2 January. We therefore advise that you complete your application outside of the holiday period as early as possible to give yourself the best chance of having all the information and industry references needed to apply.

Please note that during this busy period it is strongly advised you make contact with **and obtain** your two industry references as soon as possible in order to upload them with your application. References will not be accepted after the closing date.

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Q. What's the shortlisting process?

The Programme Manager and an independent consultant will shortlist in pairs.

Q. What's the selection process?

The Programme Manager along with representatives from Channel 4 and the BBC will comprise the interview panel. The interviews will take approx. 45 minutes. There will also be a written paper which will also take approximately 45 minutes. Candidates will be marked against the selection criteria. The interviews will be held in London the weeks beginning 12 February and 19 February.

Q. I live outside London. Do I have to come to London for the interview?

We would prefer you attend but we can hold interviews via Skype. All those being called to interview should notify us of any issues in attending as soon as possible in order for us to accommodate alternative arrangements. We can make a small contribution towards travel costs for those travelling from outside London.

Q. When will I know if I am being called to interview?

We will let you know before 24 January if you are being called to interview.

Q. When will I know if I have been selected on the Programme?

We will let you know by 23 February if you're on the Programme.

Q. How can I challenge the decision of the shortlisting or selection panel?

The shortlisting and selection decisions cannot be challenged. The shortlisting and selection panel decisions will be final. The processes will fully comply with fair selection.

Q. Will I be told if I've not been selected and why?

We will aim to tell those who have been called to interview why they have not been selected. We will not be in a position to give reasons to all applicants due to the high number of applicants. Those who are being called to interview will be informed by 24 January 2018.

Q. When does the training start?

The first training is planned for the week beginning 12 March 2018. It is important you make yourself available to attend the training sessions, in particular the first block.

Q. How will the training be planned across the year?

We will make final decisions once we have discussed training priorities with the final cohort. We will aim to reach as much of a consensus as possible and bespoke the training to fit the needs and levels of the delegates. But, in general, there will be two day blocks every two months.

Q. Does my employer have to release me for the training?

You need to have those discussions with your employer. It is advisable to have those discussions upfront before applying. We aim to keep the time away from your day job to a minimum. But the training is key and must be attended where possible. The training is beneficial to your company as well as you.

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Q. I live outside London, is the Programme for me?

Yes, we wish to encourage applicants from across the UK. In fact, last year's cohort consisted of 40% of delegates who were based outside of London. The mentoring and networks the Programme offers will be valuable regardless of location. There is a severe shortage of Series Producers outside of London and we will do all we can to ensure this Programme works for all.

Q. How much is the Programme?

£1,500 for London delegates and £1,200 for delegates based outside London. Generous bursaries are available – do ask. You may also pay in instalments. Your employer can also pay some or all of the fee.

Q. I can't afford £1,500/£1,200 can I still apply?

Your employer or a sponsor can pay for you if they choose to. Generous bursaries towards part of the cost are available. This will not be decided until all applicants have been selected. Do not let the cost of the programme put you off applying – please get in touch to talk through how the bursary works. This Programme is highly subsidised and £1,500/£1,200 covers just a fraction of the delivery cost and is, therefore, a very reasonable amount for the high level of training that will be received.

Q. What is the criteria to apply for the reduced Out of London rate?

You will need to provide proof of continual residence outside of London and the M25 and proof that you work for OOL indies

or
You will regularly be working for Out of London indies – and you will have worked for 75% of the past year OOL. You will need indies to vouch for this qualifying criteria.

Q. Can the £1,500/£1,200 be paid in instalments?

Payments can be made in three instalments. 50% before training begins, 25% at the start of May 2018, 25% in August 2018.

Q. Can the £1,500/£1,200 be refunded?

Should you need to cancel your training before you start the training, 80% of the total cost will be refunded. If you need to cancel between 1 March and 1 April 2018, the refund will be 60% of the total cost. After 1 April no refund will be given.

Q. Can I reimburse the costs for my travel and hotel to training sessions?

Delegates travelling from outside of London will be entitled to reimburse some travel and hotel costs subject to prior approval and this will figure will be capped. Out of London delegates are eligible for a discounted fee of £1,200.

Q. Can I choose my mentor?

Within reason. We have an impressive line-up of commissioners willing to be mentors. We aim to match you with the most appropriate. But we cannot make promises as it is dependent on commissioner availability.

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Q. What is the training?

The training will be agreed in discussion with the selected delegates but it is likely to cover development and pitching, storytelling, people management skills, creative leadership and setting a vision, digital, building diverse teams, budgeting and scheduling, unconscious bias, media crisis management, resilience and social media.

Q. How much of the training do I need to attend?

Ideally all of it to get the most out of this fantastic opportunity. But at least 80%.

Q. What is the criteria?

[Please refer to the application page](#) for the full set of criteria. You must be an experienced producer with a minimum of three years' experience at producer/producer director level in non-scripted genres.

Q. Which festivals will give delegates reduced rates?

Previous delegates have attended; Edinburgh TV Festival, Sheffield Documentary Festival and the Broadcast Commissioning Forum amongst others. It will depend on demand how many discounted tickets can be provided for 2018 delegates.

Q. What networking will there be?

Networking is a key component of this Programme. There will be networking at most of the modules and other opportunities throughout the year. We aim to link you with as many key decision makers and talent teams as possible. The 20 delegates on this Programme will also become a key network.

Q. I've not worked for years – I've had a career break. Can I still apply?

Yes, as long as you meet the criteria. In fact, this programme is an ideal opportunity to rebuild networks and skills after a career break.

Q. What sort of people do we need to approach for references?

Current or recent employers or people you have worked for. Or a commissioner at a broadcaster. TV professionals who know you and can recommend you for this Programme. We advise you make contact with your referees at the point you decide to apply in order to allow yourself enough time to submit the references with your application. Ideally, the two referees should be from different companies. Series Producers, Exec Producers, Creative Directors, Managing Directors, would all be suitable referees. And a commissioner would also be ideal. Referees should be able to comment on how you have excelled at your role, why you are standout talent and why you have the potential to become a SP.

Q. Can someone help me over the holiday period to complete the form?

The Creative Skillset office will close on 22 December until 2 January. There will not be anyone available to help with technical or other issues during this period. This is why we heavily advise you to complete this process before the holiday period.

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Q. How long will it take me to complete the application process?

We believe it will take approx. 45 minutes to an hour. We advise you have all your information ready in advance – e.g. your CV and two employer referees. Once started the application cannot be saved and restarted. Once started it needs to be submitted. **We therefore recommend you complete your answers first in a word document and cut and paste into the form to avoid the risk of you losing your work.**

Q. Can I speak to someone?

Please contact TVSP@creativeskillset.org in the first instance and we will aim to get back to you within a day. PLEASE NOTE the office will be closed over the holiday period between 22 December 2017 and 2 January 2018.

Q. If I'm not successful on this Programme will there be other opportunities?

We cannot confirm at this stage if the programme will run in 2019/20. But sometimes delegates who were not successful one year have been successful when they have reapplied.

This programme is supported by BBC, Channel 4 and Channel 5 via the TV Skills fund, managed by Creative Skillset.