



**FILM  
TRAINING  
MANITOBA**

## Film Training Manitoba Accelerator Training Criteria 2018

Film Training Manitoba (FTM) has designed the following criteria for organizations and industry partners who wish to collaborate on training initiatives.

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FTM works closely with the industry to identify skill gaps and training needs within the film community. Information is compiled annually by FTM to determine yearly training priorities.

The training priorities for this fiscal year are outlined on the attached document.

### **The Workshop / Training Event:**

- Must be a proven need in the community and/or answer a skill gap.
- Must develop Manitoba's labour force and infrastructure.
- Must be evaluated by Film Training Manitoba.
- Must be identified by FTM as a training priority.

### **The Applicant must:**

- Complete the application outlining the workshop, including a complete breakdown of revenue and expenses.
- Provide a minimum of 8 participants.
- Contribute 1/3 of the cost of workshop expenses.
- Provide completed participant evaluations.
- Include on-site recognition of FTM (details to be negotiated).
- Recognize FTM on all promotional materials (ie: website, social media, postings).

### **Film Training Manitoba must:**

- Approve of the instructor, workshop format, and course content.
- Provide one FTM staff person to attend the workshop/event.
- Contribute 2/3 of the costs of workshop expenses

All marketing materials must be approved in advance of the workshop.

The total envelope for this program is \$6,000. The maximum contribution from FTM is \$2,000 per application.

All partnership activities must meet the training requirements of Film Training Manitoba's funders.

FTM reserves the right to withdraw from the partnership if a minimum registration of 8 participants is not achieved three days prior to the workshop.

## Film Training Manitoba Accelerator Program APPLICATION FORM

Name of Company:
Business registration or Incorporation number:
Contact Person:
Address:
Phone:
Email:

Please include the following with your completed application form:

- An outline of the proposed training initiatives for the company
- A company profile and instructor bios / resumes
- The names of the participants attending. The minimum number of participants is eight. Participants must be legally entitled to be in Canada and have lived in Manitoba for at least one year.
- Anticipated date of the workshop
- In Kind contribution

Eligible expenses for training	Amount
Instructor Fees	\$ _____
Workshop space rental fees	\$ _____
Workshop equipment rental fees	\$ _____
FTM cash contribution (2/3 of total cost)	\$ _____
Applicant cash contribution (1/3 of total cost)	\$ _____
<b>Total Expenses</b>	<b>\$ _____</b>

Note:

1. Copies of all receipts must be provided for expenses and included in your final cost report.
2. Ineligible costs include:
  - Training that has already been completed at the time of application
  - Registration fees for existing industry workshops
  - On-the-job trainee's wages
  - Craft services for workshops (e.g. snacks, meals, refreshments)

## **Film Training Manitoba 2018**

**Crew Training priorities derived from LMI data are:**

Art Department  
Camera Department  
Sound Department  
Lighting Department  
Grip Department  
Costume Department  
Hair Department  
Construction Department  
Locations Department  
Production Office  
Accounting Department  
Post Production

### **Strategies to Develop Crew Supervisors**

Supervisory Skills for Department Heads / Technical Keys:

1. Health and safety / respectful workplace responsibilities
2. Budgeting and scheduling abilities - comprehension and skill development
3. HR tools, conflict resolution, performance evaluations
4. Script breakdown - comprehension and skill development
5. Presentation skills – skill development

**Mentorships** – offer workshops to align with the areas of mentorship

**Train the Trainer** – develop instructors and/or industry facilitators

Develop curriculum with testing and evaluation

### **Training for entry-level people**

Online Courses  
Department Introductory Courses  
Career Focus Internships

### **Company Specific Training**

FTM internships / mentorships for business affairs and creative producers  
Mentorships for company managers and employees

Animation - how to plan, budget, and manage the pipeline