

### Program Guidelines

#### 1. WHAT IS THE BELL MEDIA EXECUTIVE PRODUCER ACCELERATOR LAB?

The Bell Media Executive Producer Accelerator Lab is an initiative created by Bell Media with the intent of providing enhanced training to Canada's next generation of executive producers.

The program is a catalyst intended to fast-track the advancement and skills of qualified mid-level television producers by providing them with the opportunity to gain unique hands-on experience - at both Bell Media and at leading production companies - and assist their career advancement within Canada's TV industry.

#### 2. HOW IS THE PROGRAM DESIGNED?

The program is comprised of two separate components:

##### **PART ONE: Broadcaster Internship January 11- February 19, 2016**

Up to 6 participants will partake in a group-based curriculum during a consecutive 6-week internship at Bell Media's Toronto headquarters. Participants will be exposed to the fundamental operations of a Canadian broadcaster, including learning about the business model and economics of Canadian broadcasting, through a combination of the following:

1. Learn to think like the client: the program offers hands-on inside experience with internal departments. Participants will engage in sessions within the various Bell Media departments involved in Canadian production, such as Development, Programming, Business Affairs, Regulatory, Marketing and Communications, Interactive/Digital, Research, In-House Production, Sales, and Brand Partnerships. Participants will learn the various metrics used by a broadcaster to measure a show's success.
2. State of the Industry talks/ Q & A panel discussions: Opportunities to hear and discuss with industry insiders the current state of the industry from a variety of perspectives, including Funding Agencies, Agents, Distributors, etc. Participants will have an opportunity to hear first-hand accounts of how established production companies achieved present success, including current financing models that work.
3. Case studies: Each participant will present a case study, using one of their own projects that will follow through various internal departments with a view to understanding the Broadcaster's perspective on that particular show. NOTE: this is for a hands-on learning experience only; the project does not have to be suitable for a Bell Media network. Bell Media will not take any rights in and to the project.
4. A session with top coaching consultants to identify strengths, set goals and create action plans for each participant with a view to forming ideal partnerships.
5. Participants may attend one Canadian festival/conference relating to television/digital production as guests of Bell Media.

### **PART TWO: Production Apprenticeship**

Upon the completion of Part One, up to three (3) producers will be selected to advance to a specialized 8-10 month apprenticeship experience at a production company or Bell Media In-House production. This placement will span the life of one show-cycle and is intended to expose the apprentice to the Executive Producer's role and responsibilities. The apprentice will have meaningful access to the day to day running of a large-scale series. The specific show will be determined at the time of placement. Each apprenticeship will be tailored as much as possible to the participant's interests and needs.

**Deadline:** Bell Media must receive your application by 5:00 pm CST November 6, 2015. No extensions will be granted.

**Privacy Policy:** Please read Bell Media's privacy policy ([link](#)). By signing below, you are agreeing to Bell Media's privacy policy.

Questions? Email [producerlab@bellmedia.ca](mailto:producerlab@bellmedia.ca)

### Application

#### ABOUT THE APPLICANT

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Work tel: \_\_\_\_\_ Home tel: \_\_\_\_\_ Cell: \_\_\_\_\_

How many years of production experience do you have? \_\_ years

In what role were you most recently employed? \_\_\_\_\_

Length of time in the above position: \_\_\_\_\_

Are you a Canadian citizen?     Yes     Landed immigrant

The information you supply on this application may be stored by Bell Media on computer or other means and will only be used in accordance with the following terms and conditions and privacy policy. We will not supply this information to third parties other than as is reasonably necessary to select applicants or as specifically set out in the terms and conditions.

Please note by submitting the online application and signing and delivering the hard copy application you (1) acknowledge and agree that you have read and understand the Producer Accelerator Lab Guidelines and agree to participate in the program as required, (2) agree to the terms and conditions set out in the Bell Media Website Privacy Policy and Terms and Conditions and (3) certify to the best of your knowledge that all information provided in the application is correct and complete.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

### Checklist

Please ensure you have included all applicable documents before submitting your application. Applications will be considered incomplete until all missing documents have been received. Please note that your application package will not be returned to sender.

Please send one (1) unbound, single sided hard copy of the application form and all supporting documentation as well as one (1) electronic PDF copy sent by email. Your application package should include the following:

- |   | Enclosed                 |
|---|--------------------------|
| 1. About the Applicant Page .....   | <input type="checkbox"/> |
| 2. Curriculum vitae clearly stating production experience, including: a detailed description of your role on each production and the following information about each project: the writer/producer/director, genre, production company, if it was a student film, final running time, any broadcasts and/or theatrical release; if it is in development, production, post or completed.....         | <input type="checkbox"/> |
| 3. Letter of Intent: This document should speak to your level of production experience as well as your specific interest in the program as a whole. Please include a description of what you hope to achieve by attending the Lab, both within the program and after. Include your thoughts about the particular skills you would like to improve, and how you plan to do so during the program. .. | <input type="checkbox"/> |
| 4. Two (2) Letters of Nomination: This should be from an established Executive Producer, Agent, Broadcast Executive or equivalent within the Media Industry. Ideally this person should be able to speak to your most recent successes and your readiness for this program. ....  | <input type="checkbox"/> |

Please mail a hard copy to:

**BELL MEDIA EXECUTIVE PRODUCER ACCELERATOR LAB**  
c/o Margot Getz  
299 Queen Street West  
Toronto Ontario M1S 4B5

AND

email an electronic copy to:  
[Brandice.vivier@bellmedia.ca](mailto:Brandice.vivier@bellmedia.ca)

**IMPORTANT:** Only complete applications will be considered. Your application will be disqualified if any of the sections are incomplete or missing. Please use your tracking number or call your courier company to confirm delivery of your package. Do not call Bell Media. We are unable to track your packages or confirm delivery. Please note that applications will NOT be

returned.

### Frequently Asked Questions

#### WHAT IS THE TIME COMMITMENT EXPECTATION?

As outlined above, Part One requires that you commit to six weeks full-time. Part Two is considerably longer (8 to 10 months) as it extends the duration of one full show cycle.

#### WHERE WILL I BE LOCATED?

Part One take place in Toronto January 11 - February 19 inclusive. Part Two will be determined by the show placement at the time of selection.

#### WILL I BE FINANICALLY COMPENSATED?

Part One participants will have their travel and accommodation covered as required, and will receive a per diem.

Part Two participants will receive a salary commensurate with their position to be paid by Bell Media.

#### IS THERE AN APPLICATION FEE?

No.

#### AM I ELIGIBLE?

The course is aimed at mid-level producers who are ready to take their career to the next level of executive producer. In order to be eligible applicants must:

- Have a minimum of five years experience in production, business affairs, legal, marketing, distribution or development or a combination of the above.
- Have a minimum of five production credits in video, film or other multi-media projects.
- Be a Canadian citizen or landed immigrant and be over the age of 19.

#### CAN I APPLY IF I AM A CURRENT BELL EMPLOYEE?

Yes, provided you meet the rest of the eligibility requirements.

#### CAN I BE MENTORED BY MY CURRENT EMPLOYER?

No. This program is intended to train applicants in areas that vary their experience and skill set.

#### CAN I APPLY IF I AM ONLY INTERESTED IN PART ONE?

The course is intended to function as a whole. Preference will be given to applicants who clearly demonstrate how they expect to benefit from both the internship and the apprenticeship.

#### CAN I APPLY AS A TEAM?

No, this program is intended for individual applicants only. We encourage applicants, and those nominating them, to consider this training as beneficial to the companies they may currently work for, as we expect the experience to be of value not just to the participants but to those supporting them as well.

#### CAN I RE-APPLY IN FUTURE YEARS IF I AM UNSUCCESSFUL?

Yes, there are no conditions for re-applying.

### **HOW WILL THE PARTICIPANTS BE SELECTED?**

All applications will be assessed for eligibility and completeness. Incomplete applications will be rejected. All selections are at the sole discretion of Bell Media.

Each proposal will be reviewed and a short list will be created based upon the strength of each application, with a particular emphasis on the letter of intent and nomination letters. The shortlist will be circulated to the Bell Media selection committee for consideration. Shortlisted applicants will be interviewed either in person or by phone as determined by their place of residence.

Once the interviews are completed, the committee will select up to 6 applicants to participate in the program.

### **HOW WILL PARTICIPANTS BE SELECTED TO CONTINUE TO PART TWO?**

Part two participants will be assessed and chosen according to their success in part one. This success will be determined by the same selection committee as made the initial course selections and will have final approval on each placement. All decisions are made at the sole discretion of Bell Media.

### **WHEN WILL I KNOW IF I HAVE BEEN SELECTED?**

Successful applicants will be notified by early December 2015. Unsuccessful applicants will be notified by email by early December, 2015.

### **WHAT ARE THE EXACT DATES OF THE COURSE?**

Part One takes place January 11<sup>th</sup> - February 19<sup>th</sup>, 2016. Part Two will be determined by the series production cycle selected by the committee and the successful applicants.

### **WHAT IS THE RELATIONSHIP BETWEEN BELL MEDIA AND THE SUCCESSFUL APPLICANT?**

The relationship between the applicant and Bell Media shall not be deemed to constitute a partnership or joint venture. The applicant shall not have the right to incur any debts nor to make any commitment of or on behalf of Bell Media. Bell Media has the right to terminate the participant at any time in the event of misconduct by the participant.

### **CAN I SUBMIT MY APPLICATION BY FAX OR EMAIL?**

In addition to submitting one copy electronically, all applications must be mailed, couriered or hand-delivered to the Bell Media address by the deadline.

### **I HAVE MORE QUESTIONS. WHO DO I CONTACT?**

Email your question to [producerlab@bellmedia.ca](mailto:producerlab@bellmedia.ca)