

# **GUIDING LIGHTS 10/11**

## **GUIDELINES**

### **ABOUT GUIDING LIGHTS**

Guiding Lights is a year-long mentoring scheme designed to support and develop promising UK-based filmmakers and industry professionals. Launching for a third time, it is the British film industry's most high-level and prestigious mentoring programme.

Guiding Lights is run by Lighthouse Arts & Training as part of 'A Bigger Future', the UK film skills strategy set up by Skillset and the UK Film Council to address skills development across all job roles in film. The scheme is majority funded by the Skillset Film Skills Fund, supported by the National Lottery through the UK Film Council and the film industry through the Skills Investment Fund.

Following the success of the two previous rounds of Guiding Lights, we are again looking for 25 talented and ambitious film professionals. We welcome applications from across the community and will select participants from a range of industry disciplines. The scheme is open to directors, producers, screenwriters, cinematographers and professionals working in sales, distribution, exhibition, marketing, publicity and business affairs. Guiding Lights 10/11 begins in April 2010.

Successful applicants will each be matched with a well-established film industry professional who will mentor them and provide guidance and support throughout the 12-month programme. Over the year a number of face-to-face meetings will take place with phone or email contact in between as appropriate.

Alongside the one-to-one mentoring, participants will benefit from a number of industry training and networking events which take place across the year, including during the Edinburgh and London film festivals. Where possible, mentees will also undertake a short period of work shadowing. Further access to high-level filmmakers and business professionals will be facilitated by an online networking facility.

Guiding Lights aims to help improve diversity within the UK film industry by addressing the issues of access which individuals often face when progressing their careers. Participants will be provided with financial assistance towards pre-agreed travel, subsistence and childcare costs. We are able to facilitate access for deaf and disabled people – please see the Equal Opportunities section for further information.

**All information is available in large print format.**

**Copies can be downloaded from the website:**

**[www.guiding-lights.org.uk](http://www.guiding-lights.org.uk)**

## WHO CAN APPLY?

The scheme covers a range of film industry disciplines. We are seeking applications from:

- Directors
- Producers
- Writers
- Cinematographers

Professionals working in:

- Sales
- Distribution
- Exhibition
- Marketing
- Publicity
- Business Affairs

## ELIGIBILITY CRITERIA

Please note that Guiding Lights is not open to entry-level participants and is a talent development programme rather than a training scheme. Applicants must be able to demonstrate that they have sufficient professional experience in the film industry and a proven track record in their field, as well as a strong commitment to an ongoing career in feature films. They will also be required to prove that they have been pro-active in trying to advance their career and have now reached a critical point in their professional development where they would particularly benefit from high-level mentoring and access to industry.

Please check the eligibility criteria and submission requirements for the role in which you are applying.

### DIRECTORS

*You are eligible to apply if:*

- You have at least 2 years of professional experience within the film industry
- You are a UK resident
- You have a sole director credit on at least two films (shot on any format), each with a minimum length of 3 minutes, one of which must have been selected by and screened at one of the film festivals on our approved list (please see Appendix 1).

*You should submit:*

- A completed **Application Form**
- Your **CV** including a filmography and/or details of past and current projects
- A completed **Diversity Monitoring Form**
- Two DVD copies of **two films**, each with a minimum length of 3 minutes, on which you are credited as the sole director

- **Evidence** that at least one of your submitted films has been selected by and screened at one of the festivals on our approved list (please see Appendix 1). Acceptable evidence may include:
  - an acceptance email or letter from the festival
  - a copy of the festival programme
  - a screen grab of an online festival programme
  - written confirmation from the festival.

## PRODUCERS

*You are eligible to apply if:*

- You have at least 2 years of professional experience within the film industry
- You are a UK resident
- You have a producing credit on at least two films (shot on any format), each with a minimum length of 3 minutes, one of which must have been selected by and screened at one of the film festivals on our approved list (please see Appendix 1)
- You have a slate of projects in development, and are a lead producer on at least two of them.

*You should submit:*

- A completed **Application Form**
- Your **CV** including a filmography and/or details of past and current projects
- A completed **Diversity Monitoring Form**
- Two DVD copies of **two films**, each with a minimum length of 3 minutes, on which you are credited as a producer
- **Evidence** that at least one of your submitted films has been selected by and screened at one of the festivals on our approved list (please see Appendix 1). Acceptable evidence may include:
  - an acceptance email or letter from the festival
  - a copy of the festival programme
  - a screen grab of an online festival programme
  - written confirmation from the festival.

## CINEMATOGRAPHERS

*You are eligible to apply if:*

- You have at least 2 years of professional experience within the film industry
- You are a UK resident
- You have a credit as a cinematographer or DOP on at least two films (shot on any format), each with a minimum length of 3 minutes.

*You should submit:*

- A completed **Application Form**
- Your **CV** including a filmography and/or details of past and current projects
- A completed **Diversity Monitoring Form**

- Two DVD copies of **two films**, each with a minimum length of 3 minutes, on which you are credited as the cinematographer or DOP
- A **letter of recommendation** from a professional referee who has known you for at least 12 months and who has knowledge of your work as a DOP. The letter should detail who they are, how they know you, and why you would be suitable for the Guiding Lights scheme
- You may also send a showreel if you wish to showcase other material, but this is not compulsory.

## WRITERS

*You are eligible to apply if:*

- You have at least 2 years of professional experience within the film industry
- You are a UK resident
- You have written a minimum of one feature-length script (this does not necessarily need to have been produced)
- You have at least one other feature-length script in development and can describe your development activity

*You should submit:*

- A completed **Application Form**
- Your **CV** including a filmography and/or details of past and current projects
- A completed **Diversity Monitoring Form**
- One unbound hardcopy of a **feature-length screenplay** (please do not provide more than one script – we will only be able to assess one)
- Two hardcopies of a **synopsis** of a feature-length screenplay you are developing
- A **letter of recommendation** from a professional referee who has known you for at least 12 months and who has knowledge of your work as a screenwriter. The letter should detail who they are, how they know you, and why you would be suitable for the Guiding Lights scheme.

## SALES, DISTRIBUTION, EXHIBITION, MARKETING, PUBLICITY AND BUSINESS AFFAIRS

*You are eligible to apply if:*

- You have at least 2 years of professional experience within the film industry in the capacity in which you are applying
- You are a UK resident

*You should submit:*

- A completed **Application Form**
- Your **CV**
- A completed **Diversity Monitoring Form**
- A **letter of recommendation** from a professional referee who has known you for at least 12 months and who has worked with you in the capacity in which you are applying. The letter should detail who they are, how they know you, and why you would be suitable for the Guiding Lights scheme.

**All applications received will be assessed against the above criteria. Please see the Guiding Lights FAQs for further clarification on eligibility.**

## **THE APPLICATION PROCESS**

The deadline for applications is **1pm, Wednesday 23<sup>rd</sup> December 2009**.  
Late applications will not be considered under any circumstances.

Before completing the Application Form please ensure that you have read the Guidelines and FAQs. Please note that some of the questions on the Application Form have a word limit. If you exceed the word limit your application will be deemed ineligible.

## **WHERE TO SEND YOUR APPLICATION**

You should send your hardcopy application to:

**Guiding Lights Administrator  
Lighthouse Arts & Training  
28 Kensington Street  
Brighton BN1 4AJ**

This should include:

**2 copies** of your completed **Application Form**

**2 copies** of your **CV**

**1 copy** of your completed **Diversity Monitoring Form**

**Your supporting materials** (please refer to the checklist on the relevant Application Form for further details).

You must also email your application to:

[casey@lighthouse.org.uk](mailto:casey@lighthouse.org.uk)

This should include:

**1 electronic version** of your completed **Application Form**

**1 electronic version** of your **CV**

Applications must arrive **both as a hardcopy and by email**.

Please be aware that there are likely to be postal delays due to the busy pre-Christmas period. You will need to ensure that you post your application in plenty of time to meet the deadline or make appropriate delivery arrangements such as sending it by Special Delivery. Please check with Royal Mail for more information.

Due to limited resources we are unable to return submitted supporting materials unless you enclose an SAE with your application. Please ensure you provide the correct amount of postage – Lighthouse does not accept responsibility for returned materials lost in the post.



## **EQUAL OPPORTUNITIES**

Guiding Lights encourages applications from, and gives equal access to, all sections of the community.

### **ACCESSIBILITY**

To ensure equality of opportunity, access will be facilitated in the following ways:

- All guidelines and information regarding the scheme are available in large print format and can be downloaded from the Guiding Lights website – [www.guiding-lights.org.uk](http://www.guiding-lights.org.uk)
- A textphone is available: 01273 686320
- Any individual needs of our applicants will be discussed once they have reached the shortlist stage prior to interview
- We have a budget allocation for BSL interpreters and associated travel and subsistence costs
- Financial assistance is available for a variety of access related costs including travel, subsistence and childcare
- All networking events and training sessions are held in venues which are wheelchair accessible.

### **DIVERSITY MONITORING FORM**

Due to the nature of the funding of Guiding Lights, this information will be made available to project partners for monitoring and reporting purposes only. Although it is not compulsory, we would be grateful if you would complete the form to ensure compliance with our Equal Opportunities policy. The form will be separated from your application on receipt and will not form any part of the selection process.

### **NEXT STEPS**

60 applicants will be shortlisted for interview in London during the week of 22<sup>nd</sup> - 26th February 2010. Shortlisted applicants will be contacted by phone during the week before. For invited candidates who live outside of London, pre-approved travel expenses can be reimbursed on production of receipts.

The interview panel will include members of the Lighthouse management team, a Skillset representative and a member of the Guiding Lights Steering Committee.

The final 25 applicants selected to be matched with a mentor will be notified by 3<sup>rd</sup> March. They will be required to confirm acceptance of their place on the Guiding Lights scheme by 4<sup>th</sup> March.

Due to the high volume of applications anticipated, we will only be able to notify successful candidates. If you have not heard from us by February 22<sup>nd</sup> 2010, you should assume your application has not been shortlisted. Furthermore, we will not be able to discuss or provide individual feedback on unsuccessful applications. We thank you in advance for your understanding.

## IMPORTANT DATES

### **February 22nd – 26th**

Shortlisted applicants interviewed in London

*Please note that it will not be possible to conduct interviews outside of these dates so applicants should ensure that they are available during this week. Due to tight time restrictions, we are unable to give much advance notice for interviews - shortlisted candidates will be notified during the week before.*

### **March 6th**

1 day of introductory training, to be held in Brighton

*Successful applicants will be required to attend this session.*

## FURTHER INFORMATION

In the first instance enquiries can be directed to:

**Email:** [guiding@lighthouse.org.uk](mailto:guiding@lighthouse.org.uk)  
**Textphone:** 01273 686320  
(please do not use this number for phone enquiries)

We will endeavour to respond to your query within 48 hours.

If you still have further questions regarding your application after receiving a written response to your enquiry, please contact the Guiding Lights Co-ordinator:

**Telephone:** 01273 647197

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## APPENDIX 1: APPROVED FESTIVALS AND AWARDS

AbilityFest: India International Disability Film Festival  
Academia De Las Artes Y Ciencias Cinematograficas De España  
Académie Des Arts Et Techniques Du Cinéma (César)  
Academy Of Canadian Cinema & Television (Genie)  
Academy Of Motion Picture Arts And Sciences (Student Academy Awards)  
Afi Fest, Los Angeles  
American Academy Awards (Oscars)  
Angers Premiers Plans  
Animafest Zagreb  
Ann Arbor Film Festival  
Annecy Festival International Du Film D'animation  
Antalya Golden Orange (Altin Portakal) Film Festival  
Aspen Shortsfest  
Athens International Film & Video Festival  
Atlanta Film Festival  
Austin Film Festival  
BAFTA  
BAFTA Cymru  
BAFTA Scotland  
Berlin International Film Festival  
Bermuda International Film Festival  
BFM International Film Festival  
Birds Eye View Film Festival, London  
Bite The Mango Film Festival  
Bogota Film Festival  
Brest European Short Film Festival  
Brooklyn International Film Festival  
British Independent Film Awards  
Brussels International Fantastic Film Festival  
Cairo International Film Festival  
Cannes International Film Festival  
Cartagena De Indias International Film Festival  
CFC Worldwide Short Film Festival, Toronto  
Chicago International Film Festival  
Chicago International Children's Film Festival  
Cinanima International Animation Film Festival, Portugal  
Cinema Jove International Film Festival  
Cinequest Film Festival  
Clermont Ferrand International Short Film Festival  
Cleveland International Film Festival  
Corona Cork Film Festival  
Courmayeur Noir In Festival  
CPH:Dox (Copenhagen International Documentary Film Festival)  
Creteil International Women's Film Festival  
David Di Donatello Award [Accademia Del Cinema Italiano]  
Deaffest, Wolverhampton Deaf Film and TV Festival  
Deafroc, Deaf Rochester Film Festival  
Docuweeks (International Documentary Association, New York and Los Angeles)  
DocsBarcelona (International Documentary Film Festival)  
DOK Leipzig – The International Leipzig Festival for Documentary and Animated Film  
Durban International Film Festival  
Eat Our Shorts Student Film Festival  
Edinburgh International Film Festival  
Encounters Short Film Festival  
Era New Horizons International Film Festival, Wroclaw  
Eurasia International Film Festival Astana  
European Film Awards  
Expresión en Corto International Film Festival, Guanajuato  
FESPACO - Pan-African Film And Television Festival

Festival de Cine de Huesca  
 Festroia International Film Festival  
 Filmfest Hamburg  
 Flanders International Film Festival, Ghent  
 Flickerfest International Short Film Festival  
 Florida Film Festival  
 Foyle Film Festival  
 Full Frame Documentary Film Festival, North Carolina  
 Gijon International Film Festival  
 GoEast – Festival of Central and Eastern European Film, Wiesbaden  
 Hamptons International Film Festival  
 Haugesund, The Norwegian International Film Festival  
 Hiroshima International Animation Festival  
 Hot Docs - Canadian International Documentary Festival  
 Human Rights Watch International Film Festival  
 Human Rights Arts and Film Festival, Melbourne  
 International Documentary and Short Festival of Kerala Amsterdam  
 International Film Festival Of India, Goa  
 International Film Festival of Kerala (IFFK)  
 International Film Festival, Rotterdam  
 Istanbul International Film Festival  
 Jeonju International Film Festival  
 Journées Cinématographiques de Carthage  
 Karlovy Vary International Film Festival  
 Kolkata Film Festival  
 Krakow Film Festival  
 LA Shorts Fest  
 Locarno Film Festival  
 London Lesbian And Gay Film Festival  
 London International Documentary Festival  
 London's International Disability Film Festival  
 Los Angeles Film Festival  
 Los Angeles Latino International Film Festival  
 Lucas International Children's Festival  
 Mar Del Plata International Film Festival  
 Mecal, the International Short Film Festival of Barcelona  
 Mediterranean Film Festival, Valencia  
 Melbourne International Film Fest  
 Message To Man Film International Documentary, Short and Animated Films Festival  
 Milan African, Asian and Latin American Film Festival  
 Mix Brasil Cinema and Video Festival Of Sexual Diversity  
 Molodist Kyiv International Film Festival  
 Montreal Festival des Films du Monde  
 Montreal Festival du Nouveau Cinema  
 Morelia International Film Festival  
 Moscow International Film Festival  
 Mumbai Film Festival  
 Namur Festival International du Film Francophone de Namur  
 Nashville Film Festival  
 Oberhausen International Short Film Festival  
 Ottawa International Animation Festival  
 'Out In Africa' South African Gay And Lesbian Film Festival  
 Palm Springs ShortsFest  
 Pan African Film And Arts Festival - Los Angeles  
 Perspektiva Breaking Down Barriers Disability Film Festival, Moscow  
 Picture This...Film Festival  
 Pusan International Film Festival  
 Raindance Film Festival  
 Rhode Island International Film Fest  
 Rio De Janeiro International Short Film Festival  
 Rushes Soho Shorts Festival  
 San Francisco International Film Festival  
 San Sebastian International Film Festival  
 Santa Barbara International Film Festival  
 São Paulo International Film Festival  
 Sarajevo Film Festival

Seattle International Film Festival  
Shanghai International Film Festival  
Sheffield Doc/Fest  
Shortshorts Film Festival, Tokyo  
Silverdocs Documentary Film Festival, Washington DC  
Siggraph Computer Animation Festival  
Sitges International Fantastic Film Festival of Catalonia  
Slamdance Film Festival  
South By Southwest Film Conference and Festival  
St Louis International Film Festival  
Stockholm International Film Festival  
Stuttgart International Festival of Animated Film  
Sundance Film Festival  
Superfest International Disability Film Festival  
Sydney Film Festival  
Tallinn Black Nights Film Festival  
Tampere Film Festival  
TCM Classic Shorts Competition  
The Times Bfi London Film Festival  
Thessaloniki International Film Festival  
Tokyo International Film Festival  
Torino Film Festival  
Toronto International Film Festival  
True/False Film Festival (Columbia, Missouri)  
Uppsala International Short Film Festival  
Urbanworld Film Festival, New York  
USA Film Festival. National Short Film & Video Competition  
Venice Film Festival  
Viennale, Vienna International Film Festival  
Warsaw Film Festival  
Zinebi, International Documentary and short film festival of Bilbao