

Intimacy Coordinator Certification Programme (for TV & Film) 2023/2024

Application Guidance

Application Timeline

Applications Open – Sunday 6 August 2023

Applications Close – 25 August 2023 by 15:00 BST / 17:00 Italy CEST

Selected Applicants will attend an online interview - week commencing 11 September

Selected Applicants will be offered a Place - week commencing 18 September 2023

Application Process

Stage 1 - Application Submission

The application includes:

- Online application form or send a link to video/audio recording submission of the application form. See video/audio application guidance below.
- Equal Opportunities Monitoring Form
- Nomination form - which will need to be completed by the applicant's nominator and submitted BEFORE application deadline.
- Referee Contact - applicant will need to provide the name and contact details of one person that can supply a reference after the interview process if necessary.
- Any scholarship forms or documents required by the funding provider.

Stage 2 - Interview

Only successful applicants will be notified and invited to an online interview.



Stage 3 - Reference

Your referee can be contacted to submit a reference after the interview. This may be required as an additional document to the nominator's form that was already submitted.

Stage 4 - places offered to selected applicants

We regret that due to the number of applications we receive we will not be able to give feedback to those not selected.

Please note: due to the number of applications we receive we will only inform successful applicants whether they passed to stage 2 (interview). In addition, we apologise that we will not be offering feedback to unsuccessful applicants.

Person Specification

- Meets the Essential Criteria (see below)
- A desire to undergo in-depth training in order to pursue a career in intimacy coordination for the TV & film industry.
- Can demonstrate a combined professional intention: to help craft creative intimacy choreography whilst prioritising safety, advocacy and consent based practices.
- Fully aware of the role and has a wish to work on set in a 'Cast Support' role of this sensitive nature.
- Aware of on set life and culture.
- Intends to be an active contributor, supporter and leader in the intimacy coordination community in your country/area.
- Is open to explore, reflect, learn and be challenged.
- Is self sufficient, reliable and collaborative.
- Available for the time demands of the programme.
- Able to undertake independent study.
- Good basic management and communication skills with an ability to work under tight timelines.

- Able to commit to the demands of the on set experience component (which may require travel days and preparation tasks).

Essential Criteria

1. KNOWLEDGE FOUNDATION:

Evidence of experience and/or training in one or more of the following:

- Advocacy
- Movement instruction or movement coaching for performance.
- Anatomy in motion.
- Ability to modify movement material safely based on performer's requirements (physical injuries as well as emotional needs).

2. PRELIMINARY UNDERSTANDING OF THE ROLE:

- Completed at least one intro workshop in intimacy coordination within the last three years. State with who, date and length.
- Evidence of experience, training and/or knowledge in one or more of the following:
 - Attended related workshops or panel events
 - Independent research relating directly and specifically to intimacy in performance: books, articles, interviews, videos.
 - A basic understanding of guidelines relating to intimacy for screen/stage.

3. CRIMINAL RECORD CHECK

Demonstrating no violent, sexual or safeguarding investigations, crimes or convictions.

For residents of the United Kingdom: we will accept a Basic DBS which can be applied for online <https://www.gov.uk/request-copy-criminal-record>

For residents of Italy: please contact Intimacy Coordination Italia and fill their form available via their website:

<https://www.intimacycoordination.it/prime-video-italia-scholarship/>

For other countries: please contact us with information about your country's criminal check procedures and how you can meet this or a similar criteria.

4. LANGUAGE REQUIREMENTS

The training will be conducted in English. A working proficiency in the language is vital (reading, writing, speaking, listening).

No translator will be present in the training and so applicants cannot rely on classroom translation by other participants or teachers.

5. CAREER STAGE

We accept applications from those at an Early, Experienced and Expert level only. Our course is not suitable for Entry level applicants. To find out about these levels, see: <https://www.screenskills.com/developing-your-career/continuing-professional-development/understanding-your-career-stage>

Desirable Criteria (not essential)

1. ADDITIONAL SKILLS

Evidence of additional relevant experience and/or training in one or more of the following:

- actor
- dancer
- performer

Film crew/creative experience such as but not limited to:

- directing
- producing
- costume department
- make-up & hair department
- any other departments on set

Theatre experience such as but not limited to:

- stage managing
- directing
- producing



- designing
- supervising

Additional knowledge/skills/training which can enhance your role as an intimacy coordinator such as but not limited to example:

- acting coach
- dialect coach/voice coach
- consent educator
- costume standby or maker
- certified therapist
- wellbeing practitioner

2. INDUSTRY SPECIFIC EXPERIENCE:

- Experience of working on a film set on at least five productions (either shorts, low budget, High-end TV or features).
- Priority of consideration will be given to those that worked on set in roles that allowed them to view the performer's process during the shoot.

3. PREVIOUS INTIMACY PROFESSIONAL SHADOWING OR ASSISTING

Experience of prior assisting or shadowing an intimacy coordinator in film and TV. Such engagement must have been official and mutually agreed with whoever you assisted/shadowed. If you wish to include this example in your application, please provide a short statement letter of confirmation for such engagement from the Intimacy Professional you assisted or shadowed. Or you can ask them to be the Nominator and fill that information in their nominator form.

- Download the Application PDF file.
- Audio/video record yourself, read out the question number, read out the question and then answer.
- Face camera if possible.
- Clearly label the file as "SURNAME, NAME + VIDEO APPLICATION (or AUDIO APPLICATION)
- Email a link to the application file (using Dropbox, WeTransfer or a similar platform) to training@movingbodyarts.com
- Make sure that the transfer does not expire.

Filling Your Application Form

1. Ensure you have read all the programme information.
2. Check your eligibility - that you can fulfil the Person Specification and Essential Criteria sections.
3. Check your availability for all the programme published dates. Please ensure you have talked to your employer, if applicable, about taking the time away to undertake the in-person intensive should you be accepted on the programme.
4. All information must be correct and accurate to the best of your ability.
5. Keep answers short and concise.
6. Please do not send us a CV or Resume instead of filling the employment history found in the online form.
7. Employment history: please prioritise relevant employment that meets the Essential Criteria.

Choosing Your Nominator and Referee

As part of your application you are asked to provide details of a Nominator. This should be someone who knows you and your work well. Please ensure you seek permission from your Nominator in advance and that you give your Nominator enough time to complete their form before the application deadline. Your Nominator must complete their form before the application deadline. Without this, your application cannot be considered.

Choosing Your Nominator

Your Nomination is an assessed part of the application and it is important to ask someone who knows you well, who understands your potential and who can identify how taking part in this programme will benefit you and potentially benefit the sector more widely. Your Nominator should be someone with whom you have worked professionally (E.g. a line manager or co-worker). When choosing your Nominator, consider who knows your work

well and can best provide a detailed, honest and considered endorsement of your potential to become an intimacy coordinator. Make sure they consent to being contacted.

Choosing your Referee

Ask someone who knows you well, who understands your potential and who can identify how taking part in this programme will benefit you and potentially benefit the sector more widely. Make sure they consent to being contacted.

About Equal Opportunities Monitoring Form

The Monitoring information helps us to understand a little more about who the applicants to our programmes are. This section is anonymous, treated in strictest confidence, is not assessed and is not visible to the assessors. An option to answer 'Prefer not to Say' is provided.

Application Check-List:

TO DO	CHECK
Approach your Nominator + ask them to fill the Nominator Form (must be sent by Application Deadline)	
Get consent from your Referee to share their contact details in your Application Form	
Fill-in your application form by the deadline.	

Deadline For Application

25 August 2023 by 15:00 BST / 17:00 Italy CEST

Data Protection (GDPR)

By submitting an application you agree that Moving Body Arts will use your personal data, collected on the application form, to liaise with you about the outcome of the application



process and, if you are selected, for the administration of the programme and subsequent involvement with Moving Body Arts.

We may use some of your data for reporting and monitoring. This will be anonymised and/or aggregated.

Retention timelines: In the case of successful applications we will retain your application information for 7 years, and in the case of unsuccessful applications this information will be held for 1 year following which this will be destroyed.

All Moving Body Arts' data is held in accordance with the General Data Protection Regulation (GDPR) in the UK. Any data provided by you will be used only for the purposes of your application.

If you have applied for a scholarship or bursary, you also agree for the respective funding provider to access your application and therefore your personal data. Moving Body Arts thus is the GDPR Controller and all the funding bodies are Data Processors. Moving Body Arts and ScreenSkills are following UK data protection regulations. Intimacy Coordination Italia and Prime Video are following Italian data protection regulations.

You can always contact us (and the funding body) with the request to remove your data from the database. If you have any questions, please email info@movingbodyarts.com and/or the funder. Our full privacy policy can be found [here](#)

Contact Us

The answers to your questions could be in another of our documents found on the website page. Please read all the documents detailing the programme before contacting us.

[Application Guidance](#)

[Funding Guidance](#)

[Application Pdf](#) (example in order to prepare your answers ahead of filling it)

If you cannot find the answer to your question: training@movingbodyarts.com