22072VIC Certificate III in

Acting (Screen)

Year 2

# CUFIND401A Provide services on a freelance basis

Australian College of Dramatic Arts

**STUDENT WORKBOOK**

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

**School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Submission DATE | Work to Redo | Resubmit DATE | Reasonable Adjustments | Result S/NS | Teacher Date & Sign |
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**Due Date:** Act \_\_\_\_

**Workbook developed by Merilyn Brend © 2020**

**CUFIND401A Provide services on a freelance basis**

**What This Unit is About:**

This unit describes the performance outcomes, skills and knowledge required to operate as a freelancer within the creative arts industry. Success as a freelancer requires a high level of self-motivation and discipline, an ability to develop industry networks and an entrepreneurial attitude when pursuing work opportunities. Freelancers are usually responsible for negotiating their own contracts outside of having an agent do so, as well as testing knowledge of the industry.

**Some Information About the Film and Television Industry:**

This unit covers the necessary research to be able to ascertain whether or not you can be part of the Film and Television Industry from a business perspective. An actor can be defined as his or her own small business. You don’t sell products, but you sell your personal talent, look and skills. Are you a marketable product? Have you done the work necessary to be part of this industry? Are you competent? Do you excel in talent at acting? Do you train in this profession? It’s not a matter of thinking you can do and are all these things, it’s a matter of producing the goods on demand and being realistic. Can you take the pressure? Can you take more no’s than yes’s? We develop and learn at different times. Are you ready for the risks?

**Resources:**

Please list all the resources you use for this workbook.

|  |
| --- |
| **Student Declaration** I declare that no part of this assessment has been copied from another person’s work, except where clearly noted on documents or work submitted.  I declare that another person has written no part of this assessment for me. I understand that plagiarism is a serious offence that may lead to disciplinary action.  Student Signature: Date: |

**Student Workbook – Element Questions**

**Element 1: Promote Yourself to Potential Employers**

1. Explain the work of an agent and the opportunities are open to you?

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1. Explain the work of a freelance actor. How can you find out about acting auditions and opportunities? Are you capable of doing this?

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1. What materials (tools of the trade) do you need to freelance?

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1. Where would you go if you needed specialist acting industry advice?

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1. Where should you advertise yourself as an actor?

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1. As a freelance actor, and also being at school, how would you find the time to keep in contact with actor networks?

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1. How is technology helping the industry?

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**Element 2: Negotiate Work Arrangements**

1. What is an acting contract?

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1. Research the MEAA site https://www.meaa.org/download/equity-minimums-2019/ for *up to date* information on pay and conditions for different types of roles. Equity Minimums 2019 ... One page summary of TVC/Corporate Video, Television, Feature/Short Film and Live theatre minimum rates.

See **example at end of workbook** for Equity Minimums fees 2019. These are the Basic Negotiated Fees (BNF) and if you are an experienced actor fees can go up. Look at loadings too.

1. What is a basic negotiated fee?

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1. You are in Year 12 and really want to finish your final year of study but have gained a part in Neighbours. You are offered the basic negotiated fee, but no access to an on set tutor. What would you do?

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1. You are an experienced young actor and have gained a part in a film but have only been offered basic negotiated fee. What would you do?

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1. You are having trouble understanding a contract and cannot afford legal help. Where do you go?

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1. You have been asked to be a lead in a cooperative film (meaning you will

receive a percentage of any profits made but if not, you receive no pay). This is your 10th cooperative film. A few days before filming, you received notification via StarNow or Casting Networks that you can be an extra in a paid TVC but it is on the same day. What do you do?

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**Element 3: Manage Financial and Business Aspects**

1. How much money is needed to help you get into the industry? Below is an example of start up costs. Write your own in the box below and compare.

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| **Materials** | **Costs** |
| Professional headshot | $300 |
| Paper and printing for CV | $3 per month |
| Mobile phone | $50 per month |
| MEAA fees | $10 per month |
| Showcast/AT2/Advertising in Casting Networks | $80 per year |
| Grooming needs (hair and clothes) | $50 per month |
| Classes and training | $30 per week |
| Filming and editing a self test | Allow $100 |
| Travel | $20 per fortnight for Myki ***OR*** $60 per week for petrol |

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| **Materials** | **Costs** |
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1. Assuming you get 1 job in 6 months and work for around $25 an hour (standard extras rate), for an 8 hour day (before tax), do you think you can afford some of the set up costs?

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1. Identify any technical competencies; personal skills and attributes that you think will enhance your chances:

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1. How do you keep track of your payments in and out? You need to be very organised especially if you have to submit tax returns. Please write an explanation of how you keep track of your money.

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1. At the end of the workbook is an example invoice. Please produce your own and **attach** to the workbook.

Include your name, mailing address, email, phone number, invoice number, tax file number (can made up), bank details (make up) production name and address, the job you did and the date using doc, docx, xls, pdf.

When you are a freelance actor you have to be responsible for finding your own auditions and screen-tests and then when hired, negotiating your own contract and fee. For TVC’s, radio ads, corporate vids you will need to invoice the production company. So, you need the skills of being able to invoice and be able to check when the payments have been made to you.

The MEAA (Actors Equity) is a good source of information**.**

**Element 4: Undertake Strategic Planning**

1. Undertake your own feasibility study to determine your suitability to this industry. Use the SWOT formula below.

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| **Strengths** | **Weaknesses** | **Opportunities** | **Threats** |
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1. Personal conflicts regarding money can cause stress.

How will you resolve these before getting to that stage?

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1. Personal conflicts also occur within families.

How will you resolve conflicts before they escalate?

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1. Do you foresee any other problems that could get in your way? Think laterally about being in this industry and write down any ideas that will help you deal with them.

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# TAX INVOICE

Name: INVOICE #

Telephone:

E-mail:

Bank Details:

BSB:  923 100

ACC:  64847690

Name on account:

ABN: 89 537

Super Details:

Membership Number:

Fund ABN:

Tax File Number

TO:

FROM:

DATE:

|  |  |  |  |
| --- | --- | --- | --- |
| **DESCRIPTION** | **DATE** | **HOURS** | **COST** |
| Example |  |  |  |
| Extras Neighbours | 5/01/2020 | 8 hours | $198.40 |
|  |  |  | GST: $19.80 |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  | TOTAL: $218.20 |

**Assessment Marking Guide**

*Confidential Student Record*

**UOC CUFIND401A: Provide services on a freelance basis**

**Assessment Includes:** This unit describes the performance outcomes, skills and knowledge required to operate as a freelancer within the creative arts industry.

Success as a freelancer requires a high level of self-motivation and discipline, an ability to develop industry networks and an entrepreneurial attitude when pursuing work opportunities. Freelancers are usually responsible for negotiating their

own contracts.

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessor Name / Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_

**0 (unacceptable) 1 (less than acceptable) 2 acceptable 3 (more than acceptable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **0** | **1** | **2** | **3** |
| Find and establish acting networks, ability to be proactive |  |  |  |  |
| Communicate with potential employers |  |  |  |  |
| Write and maintain CV |  |  |  |  |
| Ability to interview |  |  |  |  |
| Understand actor BHF, contracts |  |  |  |  |
| Know the work of the MEAA and where to find contracts |  |  |  |  |
| Seeks feedback |  |  |  |  |
| Establish personal financial records and develop a budget |  |  |  |  |
| Develop a working plan for freelance acting |  |  |  |  |
| Ability to seek assistance |  |  |  |  |
| Keep updated with industry developments |  |  |  |  |
| Participate in professional development opportunities and training |  |  |  |  |
| Ability to use the internet for information |  |  |  |  |
| Use a computer for records keeping |  |  |  |  |

*Clarifying comments to support assessment/observation*