



**M:** Course Objectives / Learning Outcomes

Upon completion of the course, the successful student should:

1. be familiar with the various unions, associations and guilds that are associated with the entertainment industry and how they relate to a career.
2. be able to develop and present a portfolio, resume and covering letter for use in an employment search.
3. be familiar with the current theatrical / film / tv job market as well as potential employers in the related industries such as events, industrials, trade shows and the service sector.
4. understand the importance of networking and maintaining a network.
5. learn several job-hunting / freelancing strategies.

**N:** Course Content:

## Job Hunting / Freelancing Strategies

Resumes and Covering Letters: write and produce a covering letter  
write and produce a generic and a job-specific resume

Interview Skills: preparing for an interview: company research  
question anticipation / preparation  
interview dynamics (body language, dressing for the interview, asking questions and taking notes)  
portfolio presentation

Methods: network components: classmates, fellow workers, employers, associations  
developing and maintaining networks  
job search methods: cold calling, job boards  
employer profile

Business Skills: preparing contracts  
job cost estimate and invoicing  
the freelance office and record keeping  
tax implications for the freelance technician

Unions, Guilds, and Associations: Canadian Actor's Equity  
I.A.T.S.E.  
N.A.B.E.T.  
A.C.F.C.  
C.I.T.T.  
A.D.C.

**O:** Methods of Instruction

Students will receive 3 hours of lecture/demonstration per week that includes independent work and one on one instruction. Guest speakers and field trips will be included.

**P:** Textbooks and Materials to be Purchased by Students

A list of recommended textbooks and materials is provided on the Instructor's Course Outline, which is available to students at the beginning of each semester.

**Q:** Means of Assessment

Written assignments that will include: company profile,  
resumes and covering letters, portfolio presentation and  
review, job search strategies, and written/oral reports. X 10 100%

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Yes.

\_\_\_\_\_  
Course Designer(s)

\_\_\_\_\_  
Education Council / Curriculum Committee Representative

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Dean / Director

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Registrar

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