



Intimacy Coordinator Training Program – Class of 2024

Overview: This program will prepare students to work as intimacy coordinators in film and television upon completion of the training. Students will learn the trade of intimacy coordination through a combination of lectures, experiential practices, homework and reading assignments, and mentorship. Students who successfully complete all components of the curriculum will be eligible to become members of the IPA network and will be able to include IPA training and certification on their resumes.* Students will receive a reading list prior to beginning the training, and they will have access to a community Facebook group for just their cohort in which they can ask questions and share thoughts, resources, etc. with one another throughout the duration of the program. Each trainee will participate in a mid-course review with the instructor and take a midterm exam to assess progress. There will also be a cumulative final exam to evaluate knowledge retention from the program, as well as a readiness to work review. Students will be required to participate in a choreography intensive at the end of the program.

**Completion of the training program does not guarantee certification.*

Some of the topics that will be covered in the training include:

- Intimacy Coordination Foundations
- Defining Scenes of Intimacy
- Consent and Boundaries
- Sexual Harassment
- Union Guidelines for Intimacy Work
- Prep and Shoot Day Protocols
- Closed Set Protocols
- Nudity Riders
- Modesty Garments, Barriers, and the Intimacy Kit
- Working with Actors and Directors
- Choreography and Movement Coaching
- Navigating a Set
- Cinematography
- Sensitivity
- How to Be an Advocate and Ally to LGBTQIA+ Cast and Crew
- Trauma Awareness
- Sexuality and Gender Literacy
- Communication and Conflict Negotiation Skills
- Race, Power, and Intimacy
- Professional Development: Website, Resume, and Business Cards

Tuition: \$7,750 USD per person. We offer a limited number of need-based work-study arrangements and also offer payment plans (payment plans have a 5% service fee).

Application Fee (Non-Refundable): \$45 USD if application is submitted before March 1st; \$70 USD if application is submitted on or after March 1st

Application Period: February 15th to March 30th

Program Start Date: mid-July 2024



Program Duration: The program consists of 17 online classes that will be delivered over the course of approximately 4 months. Classes will be held every Sunday on Zoom and are four hours long. The time of day of when the class will be held is to be announced as it depends on the locations of the students accepted to the program. On occasion, classes may have to be rescheduled at the instructor's discretion. Once the online portion of the program is complete, students will be required to participate in a four day in-person choreography workshop.

Location: The first 17 weeks of class will be held online via Zoom. There will be a four-day long choreography workshop weekend that must be attended in person. For the 2024 cohort we are planning for the choreography workshop to take place in France. Travel and accommodations for the choreography class are not included in the price of the tuition.

Instruction: IPA Founder Amanda Blumenthal is the lead instructor for this program. On occasion, classes are taught by guest lecturers.

Reading List: All students will be required to purchase and read the following books:

- *Daring Greatly* by Brene Brown
- *Nonviolent Communication* (3rd Edition) by Marshall B. Rosenberg
- *How to Do the Work* by Dr. Nicole LePera
- *Movie Speak: How to Talk Like You Belong on a Film Set* by Tony Bill
- *Visual Storytelling* by Morgan Sandler
- [*Performative Acts and Gender Constitution: An Essay in Phenomenology and Feminist Theory*](#) by Judith Butler
- *So You Want to Talk About Race* by Ijeoma Oluo

Supplemental reading options will also be provided to students throughout the course. Due dates for when reading assignments must be completed by will be provided in the syllabus.

What's Included in the Program:

- 90+ hours of lectures, group discussions, workshops, and experiential practices
- Exclusive IPA support documents and checklists for IC protocols
- Membership in the IPA Intimacy Coordinator Private Facebook group with all other IPA IC training program students
- Direct support from IPA's founder, Amanda Blumenthal, on your first project as an IC
- One-on-one coaching with Amanda
- Eligibility to be represented by the talent agency branch of IPA
- Professional development support and mentorship
- Eligibility to become a certified Intimacy Coordinator



Application Process Overview

The application process is made up of two phases: a written application and an interview.

The first phase is the written application, which consists of five sections:

- Section 1 is to collect background information about each candidate
- Section 2 is an extended answer section that will help us to learn more about you
- Section 3 enables you to upload a CV or resume to highlight your work history
- Section 4 gives you the option to upload a letter of recommendation
- Section 5 addresses need-based financial aid

The written application can be accessed [via this link](#).

The second phase is a video interview via Zoom. *Interviews are by invitation only.* If you have applied to the program before and are invited to interview, your interview will be with a different IPA member than with whom you previously interviewed with. Please note that some markets are incredibly competitive and even candidates who feel highly qualified may not receive an interview depending on how competitive their application is within their market.

Once you have submitted the written portion of the application and paid your \$45 USD application fee (if you submit your application before March 1st) or \$70 USD application fee (if you submit your application on or after March 1st), you will be contacted by a member of our team within two weeks of submission of your application about whether or not you have been selected for an interview. **All interviews will be completed by May 31st and candidates will be notified of application decisions by June 15th.**

All application fees are non-refundable. The fee can be paid via credit card on the IPA website.

If you have any questions about the application process, please email training@IPAinternational.org and we will do our best to respond to your query promptly.

All written applications are due by March 30, 2024

Intimacy Coordinator Training Program FAQ

Are there any pre-requisites required to apply?

There are no mandatory pre-requisites to apply to our IC training program other than being fluent in English. That said, certain types of previous training, education, or experience will make certain candidates more competitive than others (please see next question).

Why does IPA charge an application fee to apply?

The application fee is to compensate our team for the time it takes to thoroughly review applications and carry out interviews. Applications are reviewed by multiple admissions team members and discussed by a committee in order to give each applicant as fair a review as possible in the selection process. The application fee is non-refundable once made.

Why the two-tiered application fee system this year?

We have noticed over the years that most applications come in during the very last week of the application cycle, and this creates a significant scheduling challenge for our team to be able to accommodate all of the interviews that need to happen in a short period of time. This year we have decided to give a discount to anyone who turns in their application early in the process as this helps us to more evenly distribute the interviews and maintain more equilibrated schedules for our team.

What makes for a competitive candidate for the IPA intimacy coordinator training program?

Experience working on professional sets in the film/TV industry is a big plus. Additionally, experience in some capacity with the fields of gender and sexuality is also desired.

While much of the content knowledge to do this job will be learned during the training program, there are certain soft skills that we are looking for in IC candidates, including the following:

- Strong communication skills
- Conflict resolution and mediation skills
- Self-awareness
- Flexibility in thinking
- Able to take feedback gracefully and integrate it
- Creative problem solving
- Good listening skills
- Sensitivity

I've never worked on a film set before. Will I still be considered for the program?

All applications will be reviewed holistically, so even if you've never worked on a film set before, we will still take your application under consideration. However, please do note that if you don't have substantial experience working on film sets, you will not be able to be certified until you have completed a significant amount of on set work. Having experience working on a professional set will make you a more competitive candidate.

Does my location matter?

In terms of being able to attend class, location does not matter as most classes will be held virtually via Zoom, so all you need is a computer with a webcam and internet access. However, you will also need to take into consideration the costs of travel (such as plane tickets, public transport, rental car, etc.), lodging, and food for the choreography workshop as the total cost of



this component of the program can vary greatly depending on where you are coming from, so please budget accordingly.

What happens if I have to miss a class?

All classes are recorded. If you have to miss a class, you must inform the instructor ahead of time that you will not be able to make it so that the class is not waiting on you. We ask that students miss no more than two classes. If you know that you cannot commit to showing up to class each week, we ask that you wait until another time to apply to the program.

How exactly does certification work?

In order to receive IPA certification, students must complete all components of the required coursework (including attending class, doing weekly quizzes, and turning in homework assignments), complete a midcourse review, pass the written midterm and final exam, pass a readiness for work evaluation by the instructor, and complete the choreography workshop. Students who do not have a significant amount of set experience must also complete on set work before they can receive certification.

What happens if I don't meet the certification requirements?

If you do not meet all of the certification requirements by the end of the program, then we will provide you with feedback on what areas need improvement and concrete steps on how to go about working on those areas. We will then schedule a re-evaluation meeting at a later date to assess program and status of certification.

Do I receive proof of certification if I meet all of the requirements?

Yes, if you complete all of the certification requirements you will receive a certificate as proof of certification from IPA.

What can I call myself once I complete the program?

If you complete the program and meet all of the requirements for certification, you can call yourself an IPA certified intimacy coordinator. If you do not meet the requirements for certification, then you would still be considered an intimacy coordinator in training.

What forms of payment do you accept for tuition?

Tuition can be paid via wire transfer, Wise, personal check (if in the USA), or Zelle.

When is tuition due?

Tuition must be paid in full before the first day of class (unless the trainee is on a payment plan).

How does the payment plan option work?

All payment plans will assess a 5% service fee on top of the tuition fee (for those paying full tuition, this service fee is equal to \$387.50 USD). In order to secure a spot in the program, students who choose to pay via payment plan must pay a deposit equal to 50% of the tuition (\$3,875.00 USD + \$193.75 USD service fee) before the first day of class. An additional 25% of tuition (\$1,937.50 USD + \$96.88 USD service fee) will be due during week 6 of the program, and the final 25% (\$1,937.50 USD + \$96.88 USD service fee) will be due during week 12 of the program.



How much of a discount can I receive if I qualify for work-study and how does that option work?

All work-study situations are evaluated on a case-by-case basis and negotiated individually between the applicant and IPA, but the average work-study discount is 25% off of the price of tuition.

Can I combine work-study with a payment plan?

Yes.

What happens if I can't keep up with my payment plan?

If you are not able to follow through on your financial commitments to the program then you will be dropped from the course. Tuition that has already been paid can be applied to future training opportunities.

Who should I ask to write my letter of recommendation?

We suggest that if you have experience working in the film industry that you ask someone with whom you have worked with in that capacity. Otherwise, please choose someone who can speak to your professional work and your character. This could be a boss, professor, mentor, or colleague. Please avoid asking friends or family members to write your letter.

I want to work part-time as an IC. Is that an option?

Due to the fact that this job is a freelance position and the hours that film/TV industry employees work are highly variable, it would be very challenging to balance doing this work with another job that has a fixed schedule (such as seeing clients on a regular schedule). As freelancers, most IC's work a schedule that would be considered part-time. It takes time, patience, and hard work to get to the point where one can work full-time as an IC, and it's not an overnight process. If your goal is to work part-time as an IC and not work other jobs, or to continue to do a job where you set the hours, that may be a viable option.

What happens if I can't finish training due to uncontrollable life circumstances (e.g. a family member dies, you need to be a caretaker, you get sick, etc.)?

We recognize that life happens and sometimes finishing the program is just not feasible. In this situation, we will work with you to determine the best possible course of action so that you can eventually complete the program. While we do not offer refunds on tuition, if a student must drop out of the program due to life circumstances beyond their control then the tuition paid can be applied to training at a later date.

What are the job prospects like for this profession?

For many IC's, how much work they get depends largely on their pre-existing professional network of film industry contacts. If you've been working in the film industry for a long time and have an existing network of contacts of people at the hiring level on productions, then you will likely work more. It's important to recognize that it may take some time to start getting work at the network/studio level and that you will likely have to do several low/no budget short films, student films, and indies in order to start building an IC resume and get experience.

In addition to offering training, IPA is also an agency that represents intimacy coordinators and other types of consultants. Many IPA training program graduates opt to sign with IPA's talent agency as a way to get work after they complete certification. By signing with our talent agency, you get ongoing on-the-job support, access to job opportunities that come through the agency,



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and your deals are negotiated for you by IPA. Becoming a member of the agency after graduation is completely optional and there is no obligation to join.

I identify as male. Will that affect my ability to work as an intimacy coordinator?

We have observed that employers sometimes demonstrate a preference for female IC's, but this varies from culture to culture. That said, IPA welcomes applicants of all genders, including male applicants.

Will the IC training program prepare me to work as an intimacy director (ID) in the theatre?

Our IC training program will not prepare you to work as an ID, but IPA is currently developing a curriculum for intimacy choreography for live performance. Watch for updates from the newsletter later this year for more information.

I have already taken workshops with other organizations that teach about intimacy for the screen and stage. Do any of those courses translate into credit for the IPA course?

We always encourage students to get as much education as possible, including from other organizations. However, coursework that is completed with another company will not translate into credit for IPA's IC training course or help you to get certified faster.

I didn't get offered an interview. Can I get feedback on my application?

If you are not granted an interview or offered a spot in the program, you may request feedback on your application/interview, but we will not provide you with feedback until after the interview process has been completed.

Is this program accredited by a third party?

Yes, the IPA IC Training Program received accreditation from SAG-AFTRA in March of 2022. This accreditation is the gold standard in the field of intimacy coordination.

Do you have a question about the program that wasn't answered here? Please email training@IPAinternational.org with any additional questions. You will also be given the opportunity to ask questions at the end of your interview.

Due to the volume of inquiries that we receive, we ask that you please refrain from sending emails asking us to evaluate individual credentials and/or if you are a competitive candidate for the program.