



INTIMACY  
PROFESSIONALS  
ASSOCIATION

## Australia and New Zealand 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 an in-person 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:** \$11,875 AUD 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):** \$70 AUD if application is submitted before March 1<sup>st</sup>; \$105 AUD if application is submitted on or after March 1<sup>st</sup>

**Application Period:** February 15<sup>th</sup> to March 30<sup>th</sup>



Program Start Date: Late August 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 Monday evening from 6pm – 10pm Sydney time on Zoom and are four hours long.** 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 in Australia in January that must be attended in person. Travel and accommodations for the choreography class are not included in the price of the tuition.

Instructors: IPA Founder Amanda Blumenthal is the lead instructor for this program. Classes may be taught by guest lecturers at instructor's discretion.

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:

- 100+ 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 graduates of IPA's training programs upon completion of the program
- One-on-one coaching with Amanda on student's first project after completing the program
- 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 \$70 AUD application fee (if you submit your application before March 1<sup>st</sup>) or \$105 AUD application fee (if you submit your application on or after March 1<sup>st</sup>), 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 31<sup>st</sup> and candidates will be notified of application decisions by June 15<sup>th</sup>.**

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](mailto: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

### **Can I apply to this program if I don't live in Australia or New Zealand?**

This program is only open to those who reside and work in Australia and/or New Zealand. Please apply for our international IC training program if you live elsewhere.

### **Are there any funding options available?**

We have students from previous years in both Australia and New Zealand who successfully secured funding to help them participate in the program. We would encourage you to look into what grants are available to you where you live.

### **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
- Emotional intelligence
- 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 for the program.

**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. 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 demonstrate competency in the choreography workshop with the techniques taught. 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 in AUD. We do not accept tuition payment via credit card.

**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 \$593.75 AUD). 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 (\$5,937.50 AUD + \$296.85 AUD service fee) before the first day of class. An additional 25% of tuition (\$2,968.75 AUD + \$148.45 AUD service fee) will be due during week 6 of the program, and the final 25% (\$2,968.75 AUD + \$148.45 AUD 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 a 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.

**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 as this is a program for film and television, 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](mailto: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.*