

Permit Application Package

**Motion Picture and Stage Technicians of the
International Alliance of Theatrical Stage Employees,
Moving Picture Technicians, Artists and Allied Crafts
of the United States, its Territories and Canada**



IATSE Local 210

**10428 – 123 Street NW Edmonton, Alberta T5N 1N7
Phone: (780) 423 – 1863 Fax: (780) 426 – 0307**

**Email: iatse210@iatse210.com
Website: www.iatse210.com**

Please detach pages 1 – 6 of this booklet and retain them for your information.

Becoming a Permittee...

...is the first step towards advancing to Member status in the IATSE Local 210 Union. Permittees are dispatched for work when a Union Member cannot fill a position; however, achieving Permit status does not guarantee receiving a call for work.

When the Union supplies personnel to any production, it must be able to stand behind each worker; confident that he or she is a competent, talented, trained, and experienced professional.

You are advised to consider the following criteria when deciding to pursue your application. Permit status is determined based on the following:

- **Professional training in a specific craft or technical skill**
- **On-the-job experience**
- **Demonstrated talent in a specific craft or skill area**
- **Understanding of the entertainment industry workplace / environment**
- **Honesty, good character, and professionalism**

Applying for Permit Status

If, after careful consideration, you wish to apply for Permit status with IATSE Local 210, fill out the attached application, taking care to include all the components listed on the first page.

Please note that applications can take up to 6 months to process. **DO NOT** call the Office inquiring about the status of your application: the Membership Committee will review your resumé and then contact you as soon as they have arrived at their decision.

If your application is approved, you will be granted Permit status until such time as you may be considered for Membership. Permit status may be revoked at any time.

Incomplete Applications

Should you submit an application with incomplete information or without possessing the necessary qualifications, please be aware that your application will not be accepted and that the processing fee is **NON-REFUNDABLE**.

Things You Need to Know!

As a Permit holder of IATSE Local 210, you will be required to follow the rules outlined in the *Working Rules and By-Laws* manual, which you will receive upon acceptance as a Permittee, and the rules listed below:

General Information

- Your Permit status does not guarantee employment and may be revoked at any time.
- You are required to work a minimum of 8 hours per year to maintain Permittee status.
- You will be charged a **\$25.00 permit fee** in any month that you work 8 hours or more on an IATSE Local 210 call: this fee will be deducted from one of your cheques. You will also be charged a Union Assessment of **3.0 %** (Stage Calls) **or 4.0%** (Film Calls) on all gross wages: this amount goes towards the Local's operating costs.

Updating Your Information

- It is very important to keep the Office informed of any changes in your address or phone number. You can let us know by calling (780) 423 – 1863 or by sending an email to iatse210@iatse210.com
- You must submit an updated copy of your resumé to the Office at least once per year.

Paycheques

- Our **Payroll Hotline** is updated every Thursday and lists the shows that will be paying out on the following day: call **(780) 423 – 2100** to find out if a show you worked has paid. Cheques that are not picked up on Fridays between 12:00 noon and 4:00 pm will be mailed out and should reach you the following week.

* It is not uncommon for a few weeks to go by before payment can be collected from show producers. Please be patient and continue to call the Hotline, NOT the Office: the staff are doing their best to make sure you are paid ASAP. *

Fines

- If you are going to be late for a call or need to cancel, call the **Dispatch cell** at **(780) 499 – 0546**.
- If you are late for a call, a \$25 fine will be charged to you.
- If you miss a call without notice or a valid reason, you will be fined \$100 and may be taken off the call roster indefinitely.
- If you receive a fine, you will not be called for any work until your fine is paid in full.

Calls

- ➔ Arrive at your call at least 15-minutes before your start time: this allows you time to park and get to where you need to be.
- ➔ Wear safety footwear at all calls: no sandals or open-toed shoes.
- ➔ Bring appropriate tools and equipment to all calls. Hard-hats and steel-toed boots are required for all calls at Rexall Place, and you are responsible for bringing your own.
- ➔ Follow all smoking regulations within any film or stage venue.
- ➔ IATSE Local 210 has a ZERO TOLERANCE POLICY on drugs and alcohol.
- ➔ Never leave a call without notifying your Department Head or Steward.
- ➔ **PLEASE NOTE:** When you accept a call – clear the whole day as we know that any call is a minimum of 4 hours but can be as much as the whole day. The producer controls this. There is no guarantee that you will be cut (finished the call) after 4 hours.
- ➔ Record the hours you work in your Time Tracker booklet and ask your Steward or Department Head to initial them at the end of each call: no initials or signature, no credit for hours worked.

You can also fill out your hours and bring your booklet to the Office for the Business Agent to sign.

If you have any previous hours worked with us, you can redeem them by bringing in a copy of your pay stubs for your file.

Every time you take a call, make sure you get all the following information from the Dispatcher and WRITE IT DOWN!

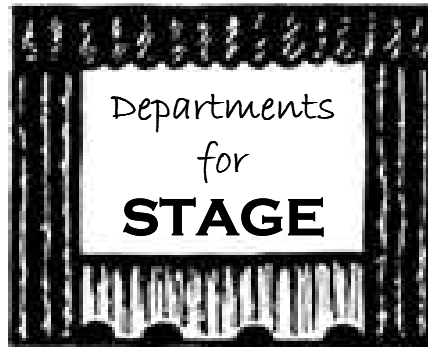
- Name of venue
- Exactly where you are supposed to go (eg. Loading Dock 2)
- Steward's name and cell number
- Call time
- Show title
- What type of gig to expect (eg. Rock Show Load Out, Outdoors, etc.)
- Department you will be working in
- Tools and equipment to bring
- What to wear

If you'd like to read a little bit more about what to expect when you're out on a call, check out www.stagehandtees.com/firstgig.html for some great tips.

When applying for Permit Status, you must **choose three Departments** you are interested in. You will be limited to working in these three areas only, so please choose carefully.

If you wish to change departments at a later time, you may apply to do so; however, this does not *guarantee* that you will be able to switch departments.

Acceptance into any particular category is subject to your abilities and qualifications, at the discretion of the Membership Committee.



AUDIO VISUAL TECH

Head Audio Visual Tech, Assistant Audio Visual Tech

CARPENTERS (SCENIC)

Head Scenic Carpenter, Carpenter Crew

ELECTRICIANS

Head Electrician, Electrician Crew, Follow Spot Operator, Board Operator

FLY / STAGE CARP

Head Fly Person, Fly Loader, Head Stage Carp, Assistant Stage Carp

MAKE-UP / HAIR / WIGS

Head Make-Up / Hair / Wigs Person, Assistant Make-Up / Hair / Wigs Person

PAINT (SCENIC)

Head Painter, Paint Crew

PROPS

Head Property Person, Property Crew

SOUND

Head Sound Person, Sound Crew, Audio Board Operator

RIGGERS

High Rigger, Ground Rigger
(High Riggers require a harness and Fall Protection certificate to rig in certain venues)

PYRO

Special Effects Pyrotechnician, Pyrotechnician, Assistant Pyrotechnician, Occasional / Theatre Pyrotechnician

STAGEHAND

General Stagehand / Labourer, Box Pusher

TRUCKLOADER

Load and unload trucks
Warehouse personnel unload trucks and act as general hands





Before you can be accepted into any Film Department, you must complete a one-day Set Etiquette Course. Contact Grant MacEwan College at (780) 497 – 4301 for more information.

ART

Production Designer, Art Director, Assistant Art Director, Draftsperson / Set Designer, Graphics / Illustrator, Computer Graphics Coordinator, Computer Graphics Animator (CGI Animator), Computer Graphics Modeller (CGI Modeller), Art Department Coordinator, Trainee

CONSTRUCTION

Construction Coordinator, Construction Foreman / Head Carpenter, Lead Carpenter, Scenic Carpenter, Construction Buyer, On-Set Standby Carpenter, Journeyman Carpenter, Carpenter, Carpenter's Assistant, Maintenance Person, Sculptor, Model Maker, Lead Metal Fabricator, Scenic Metal Fabricator, Metal Fabricator Helper, Trainee

COSTUME

Costume Designer, Assistant Costume Designer, Costume Supervisor (Feature Film Only), Set Supervisor, Cutter, Set "Truck" Costumer, Performer's Costumer, Buyer / Shopper, Tailor, First Hand / Senior Stitcher, Milliner, Costume Craftsperson, Dyer / Painter / Breakdown Artist, Costumer, Stitcher, Trainee

EDITORS

Supervising Editor, Supervising Sound Editor, Editor, Sound Effects Editor, Music Editor, Negative Cutter / Conformer, Dialogue Editor, First Assistant Editor, Assistant Dialogue Editor, Assistant Sound Effects Editor, Second Assistant Editor, Trainee

FIRST AID / CRAFT SERVICE

First Aid / Craft Service Technician, First Aid Attendant, Paramedic, EMT – A (12 / 1 Skills), Craft Service Attendant

GIZMO CONSTRUCTION

Gizmo Construction Coordinator, Gizmo Foreman, "Scenic" Gizmo Builder, Gizmo Builder's Assistant, Gizmo Shop Laborer

GRIPS

Key Grips, Leadman / Setup, High-Rigging Grip, Second Grip, Dolly Operator, Rigging Grip, Grip Crew, Trainee

GREENS

Head Greens Person, Best Person / Lead Person, Greens Person, Greens Helper, Trainee

HAIR

Hairstylist, First Assistant Hairstylist, Second Assistant Hairstylist, Trainee

LIGHTING / ELECTRICS

Chief Lighting Technician / Gaffer, Rigging Gaffer, High-Rigging Lighting Technician, Assistant Chief Lighting / Best Person, Generator Operator, Set Wireman, Lighting Technician / Lamp Operator, Trainee

MAKE-UP

Special Make-Up Effects Artist, Key Make-Up Artist, First Assistant Make-Up Artist, Second Assistant Make-Up Artist, Trainee

**** You must pass a Make-Up Assessment to be accepted into this Department. Contact the IATSE Office for details.****

PAINTING

Paint Coordinator, Scenic Artist, Paint Foreman, Lead Painter, Sign Painter, On-Set Standby Painter, Painter, Plasterer, Wallpaper Hanger, Painter's Assistant, Trainee

PROPS

Property Master, Assistant Property Master, Props Buyer, Armourer, Props Builder, Props Crew, Trainee

SCRIPT SUPERVISORS

Script Supervisor, Trainee

SECURITY

Security Coordinator, Security Supervisor, Security Crew / Watchman

SET DECORATING

Set Decorator, Assistant Set Decorator, Set Buyer, On-Set Dresser, Lead Dresser, Draper / Upholsterer, Set Dresser, Set Dec Crew, Trainee

SOUND

Mixer (Production & Dubbing), Boom Operator, Sound Assistant / Cable Person, Public Address Operator, Playback Operator, Sound Maintenance, Trainee

SPECIAL EFFECTS

Special Effects Coordinator, First Assistant Special Effects, Second Assistant Special Effects / Buyer, Special Effects Fabricator, Third Assistant Special Effects, Trainee

VISUAL EFFECTS / CGI

Visual Effects Supervisor, Visual Effects Assistant, Trainee

Each position within these Film Departments may require specific experience and / or education.



International Alliance of Theatrical Stage Employees

AFL-CIO ♦ CLC ♦ Alberta Federation of Labour ♦ Edmonton & District Labour Council ♦ Edmonton Arts Council ♦ AMPIA

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Application for PERMIT STATUS

Incomplete applications will NOT be considered. Therefore, please ensure that your application includes:

- Checkboxes for: \$25.00 Non-Refundable Processing Fee, Completed Application for Permit Status Form, Current Resumé and References, Completed TD1 Tax Forms for both Federal and Provincial Taxes, Copies of any relevant Certificates you hold, Other Certificates and Licenses that are relevant to Departments you are applying for.

Form fields for: Full Name (Please Print CLEARLY), Address, City, Province, Postal Code, Home Phone, Work Phone, Cell Phone, Email address, Date of Birth, Social Insurance Number.

Have you applied to IATSE Local 210 before? [] No [] Yes If Yes, please give date: MM / YYYY

* Please Note: To apply for Film work, you must have taken the Set Etiquette and Protocol Course.

Form fields for: 1st Department, 2nd Department, 3rd Department, Stage [] or Film []

Approval for Departments is based on the information provided in your resume and in this application.

FILM, STAGE, and THEATRE EXPERIENCE (List most recent experience first)

1) Production Title: _____	Production Company: _____
Position Held: _____	Department: _____
Duration of Position: <u>MM / DD / YYYY - MM / DD / YYYY</u>	Reason for Leaving: _____
2) Production Title: _____	Production Company: _____
Position Held: _____	Department: _____
Duration of Position: <u>MM / DD / YYYY - MM / DD / YYYY</u>	Reason for Leaving: _____
3) Production Title: _____	Production Company: _____
Position Held: _____	Department: _____
Duration of Position: <u>MM / DD / YYYY - MM / DD / YYYY</u>	Reason for Leaving: _____

RELATED EXPERIENCE (Special skills, etc...)

EDUCATION (Specialized Training, Degrees, Certificates, etc...)

List other **UNION and GUILD AFFILIATIONS** in full:

Give the names of 2 people who are NOT related to you, who have similar industry knowledge and experience, and who can vouch for your honesty, character, and professional demeanor:

Name: _____ Phone: () _____
Name: _____ Phone: () _____

I have read through and understand the *IATSE Local 210 Permit Application Package*; should my application be accepted, I agree to adhere to all rules and conditions listed therein.

I declare that the information contained herein is accurate to the best of my knowledge and accept that any misrepresentation in completing this form is liable to jeopardize my permit status.

I consent to the collection, use and disclosure of personal information. I acknowledge I have had an opportunity to read the Personal information Protection code and Personal Information Protection chart (available at iatse210.com and in hard copy upon request). I hereby give my consent to the collection, use and disclosure of my personal information in a manner and for the purposes outlined.

In applying for a membership I understand that the union is certified to act as my exclusive bargaining agent and to represent me in collective Bargaining.

Applicant's Signature: _____ Date: MM / DD / YYYY _____