

Permit Information Package

I.A.T.S.E. Local 212 Motion Picture and Stage Technicians

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



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An introduction.....

The International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists & Allied Crafts of the United States, its Territories and Canada has so expanded down through the years that its name has become largely symbolic rather than descriptive of the full scope of its far-flung activities. Gradually, the stage employees and movie operators have been joined by a great variety of other craftsmen in the numerous branches of the entertainment industry, including television, all banding together to achieve the maximum of unified strength.

The organization is best known as the I.A.T.S.E often the members speak of it as just the I.A. It can best be described, however, as the union of the people behind the scenes in the manifold media of show business.

The I.A.T.S.E. began in 1893, when show business was confined almost entirely to the stage. During the next twenty years, the stage carpenters, propertymen and electricians pioneered a drive for union recognition in the theatre - and finally established their craft as one of the highest paid and most respected in America. Then, beginning in 1908, soon after the birth of the film industry, projectionists throughout the continent were brought into the I.A. fold. Again a battle for recognition and top-flight wages was fought and won. Later, in the 20's, union benefits were extended to the Hollywood studios and the vast network of film exchanges throughout the United States and Canada. And finally, as soon as commercial television got a start, the I.A.T.S.E. took its natural place in this newest field of visual entertainment.

I.A.T.S.E. Local 212 is the Calgary local of the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, its Territories and Canada. In other words we are a labour union that represents the men and women behind the scenes of movies, television shows, rock concerts, stage productions and union shops.

Our local represents many fine craftspeople and technicians in both the film and theatre industries. We have been crewing feature films for over 25 years; our qualifications and experience contributing to over twenty academy award nominations. We have also been involved in the construction and staging of some of the Worlds largest theatre productions.

Local 212 has jurisdiction over designated job/craft categories in both stage and film within the geographic confines of Southern Alberta. The local was granted its charter by the International in 1911. Presently the local maintains a working relationship with the Southern Alberta Jubilee Auditorium, The Calgary Exhibition & Stampede, the Pengrowth Saddledome, Calgary Opera, Alberta Ballet, F&D Scene Changes, Paramount Pictures, Alberta Theatre Projects, Theatre Calgary and Theatre Junction. As well as various AV, Trade Show, & Exhibit Companies.

BECOMING A “PERMITTEE”

Is the first step towards advancement to member status in the I.A.T.S.E. Local 212 Union. Permits are dispatched for work when a position cannot be filled by a union member. Permittee status does not guarantee receiving a call for work.

The film, television and theatrical stage industries are very demanding in the technical areas over which the I.A.T.S.E. has jurisdiction. When the Union supplies personnel to facilitate safe and proficient productions the organization must be able to stand behind each worker, confident that he/she is an experienced, trained, competent, and talented professional. To that end you are advised to consider the following criteria when deciding to pursue your resume submission. Please note that in the past two years, only 10% of the resumes submitted advanced to union membership. Permit status will be determined based on the following:

1. Professional training in a specific craft or technical skill.
2. On the job experience (minimum of 20 days).
3. Demonstrated talent in a specific craft or skill area.
4. Understanding of the entertainment industry workplace/environment.
5. Honesty, good character, and professionalism.
6. Subject to department approval based on minimum department criteria.

If after careful consideration, you wish to apply for Permit status with I.A.T.S.E. Local 212, you are asked to remit the following:

1. Completed “Application for Permit Status” form – attached.
2. Current resume.
3. Copy of your Set Etiquette & Protocol card – applicable to Film area only.
4. Any applicable criteria required by the department you are applying.

Should you submit an application with incomplete information or without possessing the necessary qualifications, please be aware that the processing fee is non-refundable.

Applications can take up to 6 months to process. You will be notified as soon as your application has been reviewed. Please do not telephone and inquire as to the status of your application. Departments are responsible for reviewing and approving permit applications.

Should you be approved, you will be granted Permit status until such time as you may be considered for membership. Permit status may be revoked at anytime.

APPLICATION INFORMATION

- Applications can be submitted to all areas of I.A.T.S.E. Local 212.
- Please be sure to request information for the specific area you are interested in submitting an application.
- Keep in mind that departmental requirements must be met before an application can be accepted for processing.

Once your application is submitted:

- It will be forwarded to the area for which you have applied.
- You will be contacted when a decision has been made.
- **DO NOT CONTACT THE OFFICE INQUIRING ABOUT THE STATUS OF YOUR APPLICATION.**
- All communication will take place through written correspondence.

Other important information to know about Permit Status:

Hard work, positive attitude, initiative, & enthusiasm will benefit you the first time you are dispatched to any call. First impressions will make the difference whether you receive calls for work in the future so please keep that in mind when out on a call/job.

Should your application be approved, as a permit holder of I.A.T.S.E. Local 212 you are required to follow the rules listed below. Your temporary work permit card **does not** guarantee employment and may be revoked at any time.

- Update your resume on a regular basis, preferably after work has been done on a production.
- To update your availability: Film (403) 250-5562 and Stage (403) 212-0383, leave a message or update it online.
- For the latest information on Film and Stage go to www.iatse212.com
- Notify the union in writing of any change of address or telephone numbers. Change of address forms are available at the office or update it online.
- Carry your Temporary Work Permit Card during all work calls and present it when requested. (If when requested you cannot produce your card, you may be asked to leave.)
- Always confirm requirements for safety footwear and other items for all film & stage calls.
- Do not smoke within any stage venue or restricted areas on the film set.
- I.A.T.S.E. Local 212 has a Zero Tolerance Policy on drugs and alcohol. If caught you will be removed from the call roster permanently.
- Bring appropriate tools to all stage calls and applicable film calls. If unsure confirm at the time you accept the call for work.
- Arrive prior to the start time given by the union. (Late penalty fees may apply. If you do not show up to a call, it will result in permanent removal from the call roster.)
- Contact dispatch at least 24hrs prior for cancellations. (Permanent removal from the call roster may apply)
- Never leave a call without notifying your department head or shop steward.
- Fines are applicable: Late \$25.00 and No Show or Short Notice \$100.00 or expulsion from call roster.
- Bring evaluation forms to the union office for each production worked. **NO EVALUATIONS-NO CREDIT FOR WORK.**
- Be sure to obtain a copy of your evaluation form from your Department Head and that a copy has been submitted to the union office.

ADDING OR SWITCHING A DEPARTMENT:

Should you decide to switch departments or add a department if only one is listed, please contact the office. There are forms to be filled out and a forwarded to the respective department along with your resume showing relevant experience. The department is responsible for reviewing your request for acceptance into the department.

****KEEP IN MIND THAT ONLY TWO DEPARTMENTS IN THE FILM AREA CAN BE LISTED ON YOUR FILE, NO EXCEPTIONS.****

APPEALING A DECISION MADE BY A DEPARTMENT:

The consensus for a person not being accepted into a department is due to lack of related experience and education. If a department has a published list of criteria that needs to be met that is directly related to their department it is a good idea to be sure you have met all those criteria.

Avenues that can be pursued for further education are SAIT or Mount Royal College in Calgary, Capilano College or Vancouver Film School located in Vancouver, BC. Avenues that can be pursued for further experience is the CSIF – Calgary Society of Independent Filmmakers. The CSIF deals with independent productions – most productions accept volunteers, job shadowing or possibly low wage position. Contacting various production companies that deal with strictly commercial or independent work might be another alternative to pursuing more experience.

Most departments in I.A.T.S.E. Local 212 require a minimum of 30 days on set, so keep that in mind when re-applying.

APPLYING FOR MEMBERSHIP:

It is the responsibility of the permittee to keep copies of documented proof of days worked as an I.A.T.S.E. Local 212 Permittee (ie. copies of evaluations forms and copies of all time sheets, and/or copies of pay cheque stubs, and/or separation slips).

January 1, 2004 - NEW POLICY:

Prior to applying for Membership, certification for Standard First Aid & WHMIS is required.

Listed below are specific requirements in order for a permittee to apply for membership. When you feel you are ready and qualified to apply for membership please pick up an application for membership package at the Union office. The package has information needed for you to submit a correct and complete request for membership.

SPECIFIC REQUIREMENTS FOR MEMBERSHIP IN A FILM DEPARTMENT

Any applicant seeking Membership in the Local must first complete a probationary period of 60 days (480 hrs) within the Department of application. These days are to be accrued as an I.A.T.S.E. Local 212 permittee, working three feature films and/or made for TV movie and/or episodic television series which are covered by a duly signed Local 212 Collective Agreement. The applicant must also work under at least three different Department Heads and obtain 3 favourable evaluations. Consideration on the number of 'different Department Heads' may be given, if less than three exist. An equivalent amount of time worked in a relevant area of 'special skills' outside of Local 212 may be considered for the probationary period. You must supply copies of evaluation forms completed by the appropriate Department Heads.

SPECIFIC REQUIREMENTS FOR MEMBERSHIP IN THE STAGE AREA

Any applicant seeking Membership in the Local must first complete a minimum of 480 hours of union stage work, under an I.A.T.S.E. Local 212 work permit, within the classifications of work covered by the I.A.T.S.E. Local 212 Stage Collective Agreement. An equivalent amount of time worked in a relevant area of "special skills" outside of Local 212 may be considered for the 480 hours. You must supply copies of evaluations forms or recommendation letters, completed by three different Stage Department Heads.



ATTENTION

APPLICANTS OF I.A.T.S.E. LOCAL 212

I.A.T.S.E. Local 212 has adopted the requirement of obtaining the Set Etiquette & Protocol Course. This course is mandatory in order to apply for permit status in the Film area of I.A.T.S.E. Local 212.

Enclosed is the registration information. The course must be taken before your permit application can be accepted, regardless of experience within the industry. If you have any questions regarding the course please contact Mount Royal College for further details and scheduling.

****The Set Etiquette & Protocol course must be taken before the union will accept your application for the FILM area.****

If you are submitting your application prior to the next course, Proof of Registration must accompany your application, NO EXCEPTIONS.

This course is not required for:

Caucus 1: F&D

Caucus 2: General Stage

Caucus 3: ATP/TC/Theatre Junction

Location: Mount Royal College

Fee: \$89.00

Information & Registration:

By phone with VISA/MC (403) 440-6012

Date: Normally the last Saturday of each month but check with the Registrar's Office at MRC.



As part of an update to the Set Etiquette & Protocol Course IATSE 212 members were surveyed as to what were the most important things for a new person on set to know. These are some selected responses from that survey:

What do you wish someone had told you before your first day of work?

- About the importance of knowing a good selection of knots.
- What to take with me; tools and clothes/boots/outerwear; who to report to; how a set works; the hours; how day calls work.
- "Film Terminology" – Coming from stage to film was challenging.
- Work is labour intensive. No easy jobs.

From Department Heads:

What information should a permittee have before their first day of work?

- Have breakfast before the call.
- Know who to report to. Have appropriate clothing.
- Be there early to get his/her head around what has to be done.
- Not everyone is working near set. Should they bring food, water etc.
- The concept of how to use craft service.
- Their actual position on the totem pole.
- Know how to fill out a start sheet.
- Use of basic tools for their department.

What are some common complaints you have had with permittees on the set?

- Once they discover craft service, trying one of everything becomes part of the workload.
- 99% of the time they are underdressed. Have no realization of how quickly the weather can change.
- Pretend they know more than they do.
- Poor work ethic.
- Lack of questions.
- If there are questions. Pick the most appropriate time.
- Don't know how to use basic tools.

What preparations should a new person have made prior to their first day of work?

- They should ask the calling steward what they might be expected to do i.e.: carry furniture up 3 flights of stairs, & where i.e.: bush location.
- Babysitters, dog sitters, cancel or reschedule appointments, dates, girlfriend's anniversary of their first kiss etc.
- Be prepared for a mixture of strong personalities.
- Get a good night's sleep. Take multivitamins. Have enough liquids and food to keep them going like the Energizer Bunny.
- Confirm call time with production office. Confirm location and conditions. Determine travel time needed.

Every response mentioned the importance of a good work attitude and proper clothing for every weather condition imaginable to Alberta.



Education and Training

The I.A.T.S.E. Local 212 Education and Training Committee offers a variety of workshops and training courses throughout the year. A current list of upcoming courses can be found under “Education Services” on the I.A.T.S.E. 212 website www.iatse212.com. Permittees are encouraged to participate in courses that will upgrade their skill level in their chosen department or general employability through Health and Safety training.

To register: Dates and times for courses are subject to instructor availability. If you are interested in one of the courses described below please phone the Education Coordinator at 250-2199 ext. 26 to put your name on a waiting list. You will be phoned when dates, times and location have been confirmed.

Fees: Most one day courses have a \$40.00 registration fee for permittees. There are some exceptions. Please inquire at the time of registration.

Course Descriptions

WHMIS - Workplace Hazardous Materials Information System

An introduction to the legal responsibilities of suppliers, employers, and workers handling hazardous materials. Recommended by all departments. Especially important for construction, make-up, paint, wardrobe and props.

Standard First Aid

Weekend First Aid courses are scheduled for Union members and permittees through St. John Ambulance three or four times a year. Course includes CPR. Recommended by all departments.

Basic Grip (a prerequisite in order to apply to the department)

A one-day introduction to grip terminology, equipment, set etiquette, and safety. An 80% pass mark on multiple-choice exam at the end of class is required to be placed on grip permittee list.

Basic LX - Lamp Operator (a prerequisite in order to apply to the department)

An introduction course to work with a film electrics crew. Including first day expectations, basic electricity and equipment identification.

Set Dec 101

An introduction to the Set Decoration Dept. outlining job descriptions for various positions, required tools, and general tips on becoming an effective member of the Set Dec team.

Costume Sewing Assessment

Level I

A basic sewing skills assessment for all applicants to the costume department.

Level II (Stitcher Advanced)

A four-hour practical exam for those wishing to apply to the costume department as a Stitcher.



I.A.T.S.E. Local 212 - Harassment Policy

(adopted Dec 12/99)

STATEMENT

Every employee must be treated fairly in the workplace in an environment free of harassment. Harassment of another employee constitutes a disciplinary infraction subject to penalties up to and including expulsion.

DEFINITION

Harassment may be related to any of the discriminatory definitions contained in the Canadian Human Rights Act. Such behavior may be verbal, physical, deliberate, unsolicited or unwelcome; it may be one incident or a series of incidents. While the following is not a definitive list, harassment may include:

- Verbal abuse or threats
- Unwelcome remarks, jokes innuendoes about a persons body, attire, age, marital status ethnic or national origin, religion, sexual orientation etc.
- Displaying of pornographic, racist or other offensive pictures.
- Practical jokes which cause awkwardness or embarrassment.
- Unwelcome invitations or requests, whether indirect or explicit, intimidation.
- Leering, whistling or other gestures.
- Abuse of authority, condescension or paternalism, which undermines self-respect.
- Unnecessary physical contact such as touching, patting, pinching, punching.
- Indecent exposure.
- Physical assault.

PROCEDURE

- 1) Employees who believe they have been the subject of harassment or discrimination have a responsibility to promptly advise the offender that the action is unacceptable behaviour and unwelcome.
- 2) Employees knowledgeable of an occurrence of harassment or discrimination should discuss the matter with their Department head or with the Shop Steward.
- 3) As stated in the Individual's Rights Protection Act, no employer shall discharge, suspend intimidate or impose any other penalty on, or otherwise discriminate against a person, because that person has made a complaint or given evidence or assisted in any way in the investigation and resolution of a complaint of sexual harassment or discrimination.
- 4) In instances where there is a perceived bias or conflict with either their Supervisor or the Shop Steward, or where an employee has been subject to abuse of authority condescension or paternalism, they may report the incident directly to the Business Agent.

Employees may wish to discuss a complaint with:

Alberta Human Rights Commission
310 525 – 11 Ave S.W. Calgary Alberta T2R 1M6
Phone: 297-65671 Fax: 297-65667 E-mail: humanrights@mcd.gov.ab.ca

INVESTIGATION

- 1) The Union Business Agent will interview the complainant, the respondent and all available witnesses
- 2) If reasonable grounds exist, then complainants will make a full written and signed statement.
- 3) Complainants shall be advised that they have the right to file a complaint with the Alberta Human Rights Commission or to the Police if a criminal offence has taken place.
- 4) The Shop Steward and the Business Agent shall conduct a thorough and complete investigation of the allegations.
 - a) Supervisors will be contacted if there is a need to interview staff members
 - b) Interviews shall be conducted with persons who may be able to provide information regarding the complaint.
 - c) Where a person provides material information that may be used as factual evidence to Support or refute the complaint, a signed, written statement may be obtained.
- 5) The final written Investigation Report shall be discussed with the appropriate Department Heads prior to a final decision or resolution being made.
- 6) The Union Business Agent and the Employer shall meet within 3 days of completion of the Investigation report to determine the extent to which disciplinary action shall be taken.
 - 7) If warranted by the recommendations of the Investigation Report and the conflict is between 2 members, a Trial may be held (as per Article 16 of the International Constitution) A Trial Board may be struck to determine the innocence or guilt (of a member) and determine the nature of the penalty to be imposed.
- 8) A complainant who is not satisfied with the findings of the Investigation Report may register a complaint with the Alberta Human Rights Commission within the required six months.
- 9) The investigation report shall be treated as confidential document.
- 10) Pursuant to Article 17 of the IATSE International Constitution, a respondent may appeal the Decision of the Trial Board.

CONSEQUENCES

- 1 The Steward and the Business Agent will jointly investigate all reported incidents.
- 2 Employees may file complaints and obtain a review of their complaint without fear of retribution of any kind.
- 3 Every effort will be made to assign the complainant and the respondent to different projects during the investigation period.
- 4 Depending of the severity of the offence and the findings of the Trial Board, the respondent (if a Member of IA Local 212) may be subject to a reprimand, fined, suspended or expelled from the Union. Counseling (through the IATSE Local 212 Health & Welfare plan) may also be recommended as a mode of rehabilitation
- 5 The following will result in a recommendation for immediate dismissal.
 - Physical Abuse
 - Sexual abuse
 - Indecent exposure
 - Mental abuse

Please read before applying....

Ask yourself these questions:

1. Do I have a minimum of 20 days set experience or equivalent workplace experience or training in the department I wish to apply? Student work may not be applicable for some departments.
2. Can I meet all the criteria for the department?

Now if you feel you can answer YES to both questions without hesitation then please continue with the application process.....

If you have answered NO to one or both questions, please read on.

- Where can you get this sort of training/experience?

Postsecondary institutions such as SAIT, Alberta College of Art (ACA), Mount Royal College, Red Deer College offer great programs and courses that may be relevant to our industry. For more information you can contact the school's registration office.

Our jurisdiction of Southern Alberta has a number of non-union productions that go on throughout the year. Small theatre companies, low-budget movies, commercials. Your best resource tool is the AlbertaWorks directory, contact them through their website at www.albertaworks.net. Alternatively, visit the small theatres throughout the city to express your interest in gaining experience.

- Consider applying in the future when you can meet all the qualifications as requested by the departments of I.A.T.S.E. Local 212.

Detach here

Detach here



PERSONAL INFORMATION FORM

Name: _____

As part of our application process we also require the following information:

Social Insurance Number: _____

Date of Birth (Month / Day / Year): _____ Gender (M / F): _____

****All information is kept confidential and is used for the purpose of employment only.****

Please complete this form and attach it to your application OR it can be completed when your application has been accepted by the department and a permit card has been issued.

If you have any questions or concerns regarding this information, please feel free to contact me.

Thank you,
Dee Picciano
Office Manager
Ph: (403) 250-2199
Fax: (866) 246-4178
Email: drs@iatse212.com



I.A.T.S.E. LOCAL 212 - PERMIT APPLICATION -

| |
|---------------------|
| For Office Use Only |
| MOD: _____ |
| Date: _____ |

NAME: _____

1st DEPARTMENT: _____ 2nd DEPARTMENT: _____
The department will decide based on the information provided which position is appropriate for you.

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

HOME: _____ CELL: _____ PGR or FAX: _____

E-MAIL: _____ WEBSITE: _____

FILM, STAGE, AND THEATRE EXPERIENCE ONLY: LIST MOST RECENT EXPERIENCE FIRST

1. PRODUCTION COMPANY: _____ POSITION HELD: _____

PRODUCTION TITLE: _____ DEPARTMENT: _____

PRODUCTION LOCATION: _____ IMMEDIATE SUPERVISOR: _____

EXACT DURATION OF EMPLOYMENT: _____ REASON FOR LEAVING: _____

2. PRODUCTION COMPANY: _____ POSITION HELD: _____

PRODUCTION TITLE: _____ DEPARTMENT: _____

PRODUCTION LOCATION: _____ IMMEDIATE SUPERVISOR: _____

EXACT DURATION OF EMPLOYMENT: _____ REASON FOR LEAVING: _____

Updated: 28-Mar-07

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Toll-Free Fax: (866) 246-4178 Fax: (403) 250-9769 Website: www.iatse212.com E-mail: drs@iatse212.com

3. PRODUCTION COMPANY: _____ POSITION HELD: _____

PRODUCTION TITLE: _____ DEPARTMENT: _____

PRODUCTION LOCATION: _____ IMMEDIATE SUPERVISOR: _____

EXACT DURATION OF EMPLOYMENT: _____ REASON FOR LEAVING: _____

RELATED EXPERIENCE (Special skills, etc.):

EDUCATION (Specialized training, Degrees, Certificates, etc.):

LIST OTHER UNION AND GUILD AFFILIATIONS IN FULL:

GIVE NAMES AND ADDRESSES OF TWO PEOPLE, NOT RELATIVES WHO CAN VOUCH FOR YOUR HONESTY, CHARACTER, AND PROFESSIONAL DEMEANOR WITH SIMILAR INDUSTRY KNOWLEDGE AND/OR EXPERIENCE:

| NAME | ADDRESS | PHONE |
|------|---------|-------|
|------|---------|-------|

It is the responsibility of the permittee to forward to the Local 212 Office documented proof of days worked as an I.A.T.S.E. Local 212 Permittee (ie. copies of evaluations forms and copies of all time sheets, and/or copies of pay cheque stubs, and/or separation slips). Be advised that I.A.T.S.E. Local 212 reserves the right to revoke permittee status at anytime.

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

APPLICANT'S SIGNATURE: _____ DATE: _____

APPLICATIONS MUST INCLUDE: APPLICATION FORM, RESUME, COPY OF SET ETIQUETTE & PROTOCOL CARD (FILM AREA ONLY), AND DOCUMENTS SPECIFIC TO THE DEPARTMENT(S) CRITERIA APPLYING.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED