

## Art/Production Design Department

Thank you for your interest in the Art Department of I.A.T.S.E. Local 212. Please take a few moments to read the following information, which outlines department specific requirements necessary when applying to the Art Department.

The different positions within the Art/Production Department include:

- Production Designer
- Art Director (Head of Department)
- Assistant Art Director
- Draftsperson/Set Designer
- Graphic Artist/Illustrator
- Art Department Coordinator and
- Trainee

## Application Requirements

### For Permittee Status

In addition to completing the **“Permit Information Package”** you must meet the following requirement(s):

- A valid Alberta driver’s license,
- Have a strong working knowledge of drafting & ability to read drawings,
- Have three years professional Design training or work experience,
- Strong research abilities,
- Freehand drawing ability and
- Computer skills in Accounting and/or CADD and or Graphic Computer programs.

### **APPLICANTS ARE STRONGLY RECOMMENDED TO HAVE EXPERIENCE IN ONE OR MORE OF THE FOLLOWING AREAS:**

- Art Departments in Film, Theatre, and Video Production
- Design and Design related fields:
  - Video/Film and Television Art Direction & Staging
  - Theatrical Stage Design & Technical Direction
  - Architectural Design & Technology
  - Interior Design
  - Industrial Design
  - Graphic Design
- Other film departments with proven technical skills beneficial to the needs of the Art Department.

Your training and experience will help the Head of the Department (HOD) determine which position you are best suited for. Be sure to clearly indicate how you satisfy the above requirements. For example, on your resume provide detailed information about any previous training/experience (list supervisor names, responsibilities etc.) Additionally, please provide copies of any relevant licenses, tickets and/or certificates etc. and submit all your documentation with your **“Permit Information Package”**.

## **For Membership**

To apply for membership a permit must have a minimum of sixty (60) days worked as an I.A.T.S.E. Local 212 permit, for a period of at least twenty (20) days per project.

In addition to completing the **“Membership Application”** you must meet the following requirement(s):

- \*Standard First Aid Level C CPR/AED
- WHMIS

Please provide copies of any relevant licenses, tickets and/or certificates etc. and submit all your documentation with your **“Membership Application”**.

\*Please note: Those courses marked with an asterisk can be taken through I.A.T.S.E. Local 212. You can register by calling the I.A.T.S.E. Education Department @403-250-2199 ext. 26.

## **For Sister Status**

In addition to completing the **“Sister Status Application”** you must meet the following requirement(s):

- Have an original letter of good standing from your home local,
- A copy of your membership card-front and back and
- An updated resume

Please provide copies of any relevant licenses, tickets and/or certificates etc. and submit all your documentation with your **“Sister Status Application”**.

Applications can take up to six 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.**

Should you have any questions related to applying for Permittee Status, Membership or Sister Status with I.A.T.S.E. Local 212, please contact I.A.T.S.E. Membership Services @ 403-250-2199.

## INTRO

Thank you for your interest in IATSE 212's film and television Art Department. We hope this document helps shed some light on the varied creative roles and opportunities in this exciting, growing market.

## MISSION STATEMENT/WHAT WE DO

The Art Department is a difficult one for an outsider to completely understand.

“ Films can be located anywhere; creating the visual world or setting for a film is the role of the Art Department. The look of sets or locations transports audiences into the world of the story, and is an essential element in making films convincing and evocative. These settings are rarely left to chance by filmmakers; a great deal of work and imagination goes into constructing appropriate backdrops to any story.

The Art Department usually employs the largest number of people on any film crew. On big budget fantasy, period drama or sci-fi films, the Art Department [including Set Decoration, Props, Construction, Paint, Greens] can occupy a vast area and employ [multitudes] of talented people. The Production Designer is the head of the Art Department, and works closely with the Director to create the overall look of the film.

Months before the beginning of each film shoot, the Production Designer works with the Director to decide upon the visual identity of the film, and draws up sketches which provide the inspiration for the subsequent work of the entire department. Since the work of the Art Department usually accounts for the biggest spend on films, the Production Designer also works closely with the Producer to ensure that all the sets can be delivered on time and within budget.

Transforming the initial drawings to 3-dimensional sets takes an enormous amount of talent and commitment from everyone in the Art Department – from the Production Designer to the Art Department [Trainee]. Months are spent researching, story boarding, drafting, model making, visiting locations, building sets, ordering props and dressing sets before filming begins.

Throughout the shoot, new sets must be built and dismantled in short periods of time, and the Art Department must be on constant standby in case sets need to be changed or rebuilt. Most practitioners in the Art Department are Art School [or Architectural] graduates, and for those who aspire to become Art Directors and/or Production Designers experience is as valuable as talent.

The creative jobs in this department require an eye for decoration and detail, the ability to conceptualize ideas and think visually, a methodical approach to work, and excellent communication skills. Art Directors and Production Designers usually enter the Art Department as ... Trainees [and] Assistants ... before earning the opportunity to take more senior positions as Assistant Art Directors, [Graphic Artists or Set Designers]... There are also a number of support roles, including ... Buyers and Art Department Co-ordinators, which are less creative but which require excellent organisational skills. “

- courtesy of: [thefilmproduction.wordpress.com](http://thefilmproduction.wordpress.com)

Helpful references:

[artdepartmental.com](http://artdepartmental.com)      [www.productiondesignerscollective.org](http://www.productiondesignerscollective.org)      [adg.org](http://adg.org)  
<https://thedesignersassistant.com>

## JOB DESCRIPTIONS

### **PRODUCTION DESIGNER**

The Production Designer works with Producers, the Director, and Director of Photography to establish the overall "look" of a production. In collaboration with the Producers, she/he defines the scope of scenic needs including oversight of resources, budget implications, and input on the hiring of related scenic department heads such as Art Director, Set Decorator, Property Master, Construction Coordinator, Paint Coordinator, and Greens Coordinator.

Duties of the Production Designer include:

- Preparation/oversight of concept sketches, drawings, plans, reference for sets and/or backgrounds
- Selection of locations for the approval of the Producers, Director, and Director of Photography
- Provides visual guidance for the Art Director, the Art Department, and related scenic Heads of Departments such as Construction Coordinator, Paint Coordinator, Set Decorator, Property Master, Greens Coordinator, Special Effects, and Visual Effects

### **ART DIRECTOR (HEAD OF DEPARTMENT)**

The Art Director is the Head of Department, when a production retains a Production Designer. Both work together to resource the Art Department.

The Art Director performs duties as delegated by the Production Designer and “project manages” the production’s scenic visual concepts. In the absence of a Production Designer, the Art Director shall assume the full responsibilities attributed to the Production Designer.

Duties of the Art Director can include:

- Formatting, with Producers and Accounting, a budget for the Art Department, and other scenic departments such as Construction, Paint, and Greens. Oversight for Set Decoration and Prop budgets often falls under her/his jurisdiction.
- Execution of all drawings and related research for amplification/clarification of the Production Designer’s visual concepts.
- Set build scheduling, selection and logistical management of locations (subject to approval of the Production Designer, Producers, Director, and Director of Photography)
- Hiring, delegation and co-ordination of all persons engaged in the preparation of drawings of any kind for use in the Construction, Painting, Greens, hero props or decorating of sets, set models or backgrounds, and Visual Effects and/or Special Effects.
- Disbursement of approved drawings, related human resourcing, associated budgets, and cost reporting correspondence to Producers/Accounting.
- Oversight of scheduling of the preparation and dressing of sets and any related studio and/or location requirements.
- Providing design support for Set Decoration, Props, Picture Vehicles, Wardrobe, Wrangler/animal-related concepts, and interactivity with Visual Effects and/or Special Effects.

#### **FIRST ASSISTANT ART DIRECTOR**

The First Assistant Art Director performs duties designated by the Art Director.

Duties of the First Assistant Art Director can include:

- Supervision of assigned (Construction, Painting, Greens or other department) projects
- Research
- In-house and/or third party outsourcing of graphic output
- Material sourcing/pricing
- Set Decoration and/or Props’ support
- Picture Vehicle oversight

- Managing Visual Effects and/or Special Effects' interactivity
- Assist or survey location sites, including the measurement of existing buildings, storefronts, signage, set dressing, props, and picture vehicles in the field.

## **SET DESIGNER**

The Set Designer performs duties as designated by the Art Director.

The duties of the Set Designer can include:

- Preparation of 3D models, working construction drawings, site plans, set pre-visualization, and other drawings of a technical nature
- Surveying or assisting with surveying of location sites, including the measurement of existing buildings, storefronts, and signage in the field.

## **GRAPHIC ARTIST**

The Graphic Artist performs duties as designated by the Art Director.

Duties of the Graphic Artist include:

- Producing custom art work required for in-house and third party outsourcing of on-camera graphic content. This can include Set Decoration detail, fictional Props products and ephemera, Playback screen content, Picture Vehicles decaling, Wrangler/Animal-related concepts such as horse brands or war paint, and Wardrobe integration such as custom branding or logos.
- Graphic Artists can survey or assist in the measurement of signage, set dressing, props, and picture vehicles in the field.

## **STORYBOARD ARTIST**

The Storyboard Artist performs duties as designated by the Art Director, and frequently works in direct relation with the Director to dramatically interpret their shot-making requirements.

Duties of the Storyboard Artist include:

- Taking screenplays, or specific assigned complex scenes, and turn them into a series of illustrations, like a comic book.

- Visualise the scene from the camera's point of view, working out the characters' positions, who or what else is in the frame, and from what angles they are seen and imagining their feelings. This helps the Director articulate the scene's shots, vital framing, camera movement, complex action, and end sequencing. Other related Heads of Departments better understand the shot-making through this process and can more effectively plan and budget their affected inputs.

## **ILLUSTRATOR**

The Illustrator performs duties as designated by the Art Director.

Duties of the Illustrator can include:

- Conceptual drawings or renderings of the Production Designer's proposed sets or visual transformations
- Specific artwork for Set Decoration, Props, Construction, or Paint such as backdrops, wall applications, or illustrative or painterly scenic detail
- Specific artwork for integration into a Graphic Artist's design and varied outputs

## **SECOND ASSISTANT ART DIRECTOR**

The Second Assistant Art Director performs duties as designated by the Art Director, and the First Assistant Art Director.

Duties of the Second Assistant Art Director include:

- Assisting the supervision of Construction, Painting, Greens or other department's visual projects
- Research
- In-house and third party outsourcing of graphic output
- Material sourcing/pricing
- Set Decoration and Props support
- Picture Vehicle oversight and coordination
- Visual Effects and/or Special Effects interactivity
- Survey or assist in surveying location sites, including the measurement of existing buildings, storefronts, signage, set dressing, props, and picture vehicles in the field.

## ART DEPARTMENT COORDINATOR

The Art Department Coordinator performs duties as designated by the Art Director.

Duties of the Art Department Coordinator include:

- Facilitating efficient operation of the Art Department
- Inter-departmental communications
- Research
- Material sourcing/pricing
- Shipping
- Obtaining legal clearances
- Budget tracking
- In conjunction with Accounting, she/he initiates/tracks departmental paperwork (i.e. Purchase Orders, Cheque Requests, Time Sheets, invoices, etc).

## ELIGIBILITY

Your training and experience will help the Art Department Membership Committee, or a prospective Head of Department, determine which position you are best suited for. Be sure to clearly indicate how you satisfy the below listed requirements. For example, on your resume provide detailed information about any previous training/ experience (list supervisor names, responsibilities etc.) Additionally, please provide copies of any relevant licenses, tickets and/or certificates etc. and submit all your documentation with your application.

You will be summoned for a portfolio review before the Art Department Membership Committee.

IT IS STRONGLY RECOMMENDED YOU HAVE EXPERIENCE IN ONE OR MORE OF

- Art Departments in Film, Theatre, and Video Production
- Theatrical Stage Design & Technical Direction
- Architectural Design & Technology
- Interior Design
- Industrial Design
- Graphic Design
- Project Management



- Other film departments with proven technical skills beneficial to the needs of the Art Department such as set decoration, props, paint, construction, or visual effects

## APPLICATION REQUIREMENTS:

### **PERMITEE**

Complete the IATSE “Permit Information Package” on the IATSE 212 website.

- a valid Alberta driver’s license
- a strong working knowledge of drafting & ability to read construction drawings
- applicable design work experience and/or construction training
- strong research abilities
- an independent work ethic
- freehand drawing ability and illustrative skills
- proven communication skills
- diverse computer skills in areas such as: Microsoft Office or Apple’s iWork, Accounting/Filemaker software, CAD-based drafting programs, SketchUp or other 3D rendering applications, and graphic suites such as Adobe Creative.

### **APPLYING or TRANSFERRING IATSE 212 MEMBERS**

To apply for membership a successful permit must have a minimum of sixty (60) days worked as an I.A.T.S.E. Local 212 permit, for a period of at least twenty (20) days per project.

In addition to completing the “Membership Application” on the IATSE 212 website, you must meet the following requirement(s):

- Standard First Aid\*
- WHMIS
- A valid Alberta driver’s license
- A strong working knowledge of drafting & ability to read construction drawings
- applicable design and/or construction training or work experience
- strong research abilities
- an independent work ethic
- freehand drawing ability and illustrative skills
- diverse computer skills in areas such as: Microsoft Office or Apple’s iWork, Accounting/Filemaker software, CAD-based drafting programs, SketchUp or other 3D rendering applications, and graphic suites such as Adobe Creative.

Please provide copies of any relevant licenses, tickets and/or certificates etc. and submit all your documentation with your "Membership Application".

Please note: Those courses marked with an asterisk can be taken through I.A.T.S.E. Local 212. You can register by calling the I.A.T.S.E. Education Department @ 250-2199 ext. 26.

### **SISTER STATUS**

In addition to completing the "Sister Status Application" you must meet the following requirement(s):

- Have an original letter of good standing from your home local,
- A copy of your membership card-front and back and
- An updated resume

Please provide copies of any relevant licenses, tickets and/or certificates etc. and submit all your documentation with your "Sister Status Application".

Applications can take up to six 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.

### **PORTFOLIO REVIEW**

When the Art Department Membership Committee considers a portfolio, as part of the application process, they are looking for an indication of the applicant's basic ability to perform the tasks that might be required as a member of an art department. When putting together your portfolio, it is good to have images/projects that demonstrate your competencies.

Applicants to the Art Department must submit a portfolio of 5-10 projects demonstrating their proficiency representing one of the two following streams:

#### **GRAPHIC DESIGN**

- a print-ready product label or packaging design
- a magazine or book cover
- signage, posters, and/or site installation work
- branding
- Photoshop compositing

### **SET DESIGN / DRAFTING**

- a dimensioned structural drawing (plan and elevations)
- a model or perspective rendering of a 3D space
- a site or landscape plan
- photographic or location specific proofs of concept; before & after visual spaces, finished projects, etc.

### **CONTACT**

Should you have any questions related to applying for Permittee Status, Membership or Sister Status with I.A.T.S.E. Local 212, please contact I.A.T.S.E. Membership Services.

201 – 208 57 Ave SW Calgary, Alberta T2H 2K8 Ph: (403) 250-2199 Fax: (403) 250-9769

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