

I.A.T.S.E. 212 COSTUME DEPARTMENT APPLICATION REQUIREMENTS AND PROCEDURE

Thank you for your interest in the Film Costume Department of I.A.T.S.E. 212. Please read the following information about how to apply to be considered for acceptance into the Costume Department.

PERMITTEE APPLICATIONS

You must be accepted as a permittee before you can be considered for work on any I.A.T.S.E. 212 productions. Without permittee status, you are not eligible to work under a union contract. Permittees will be called to work only after the I.A.T.S.E. 212 Film Costume members list has been exhausted. Please review how the motion picture dispatch system works, department tool requirements, and other useful information for new members [here](#).

To be considered for permittee status in the Film Costume Department of I.A.T.S.E. 212, applicants must:

1. Complete the [Motion Picture Permit Application](#) form
2. Complete the Costume Department Special Skills Assessment form (attached) and submit with your Permit Application to admin@iatse212.com
 - Attach any relevant supporting documents (ie. diplomas, certificates, degrees)
 - Attach your current resume
 - Attach any relevant portfolio items to support your application

Once these documents have been received and reviewed by the membership committee, you will be contacted. If your application is accepted, you must:

1. Complete the [Set Etiquette & Protocol](#) course offered by I.A.T.S.E. 212
2. Complete and submit (via mail) the required Entry Level Sewing Assessment samples
3. Details will be provided once your application is accepted. Please note that this assessment is mandatory and is used to indicate your skillset and ability to read and follow instructions. The assessment is used to effectively place you in the department and has no effect on the approval of your Permittee application
4. Compile a [basic personal kit](#) to be brought with you upon accepting a call

Once these steps have been completed, you will be notified of your acceptance as a Permittee in the Film Costume Department of I.A.T.S.E. 212. Your name will be placed on the permit dispatch list, and you may be eligible to accept calls for the Costume Department should no qualified members in good standing be available.

PLEASE NOTE: *Permittee status/membership in the union does not guarantee work. Film work is of a temporary nature. Acceptance of work does not create an entitlement to ongoing or future work. There is no obligation by the local to provide or guarantee work. Permits will be hired only when there are no qualified members available. Permittee status is the first step to obtaining union membership.*

MEMBERSHIP APPLICATIONS:

To be considered for membership in the Film Costume Department of I.A.T.S.E. 212, applicants must:

1. Complete at least 60 days, or 480 hours, as a permittee in the Costume Department on an I.A.T.S.E. 212 motion picture production. To verify this, please keep and submit your paystubs with your application.
2. Complete the [Membership Application](#) form.
3. Complete the required certificates as specified on the current Membership Application form.
4. Update your Costume Department Special Skills Assessment form (attached) and submit with your Membership Application to admin@iatse212.com
 - Attach any relevant supporting documents (ie. diplomas, certificates, degrees, paystubs)
 - Attach your current resume
 - Attach any relevant portfolio items to support your application
 - Attach any letters of reference from department heads of productions you have worked on

Once these documents have been received and reviewed by the membership committee, you will be contacted. Member application approvals and initiation may take up to 6 months. If your application is approved, upon initiation you will be listed as a member and your name placed on the member dispatch list.

SISTER STATUS APPLICATIONS:

To be considered for sister status in the Film Costume Department of I.A.T.S.E. 212, applicants must:

1. Complete the [Sister Status Application](#) form
2. Complete the Costume Department Special Skills Assessment form (attached) and submit with your Sister Status Application to admin@iatse212.com
 - Attach any relevant supporting documents (ie. diplomas, certificates, degrees)
 - Attach your current resume
 - Attach any relevant portfolio items to support your application
3. Provide a letter in good standing from your home local
4. Provide a copy of your membership card, front and back

Once these documents have been received and reviewed by the membership committee, you will be contacted. If your application is approved, your name will be placed on the sister status dispatch list. You may be eligible to accept calls for the Costume Department should no qualified members in good standing be available.

CURRENT I.A.T.S.E. 212 COSTUME DEPARTMENT MEMBERS WISHING TO UPGRADE THEIR FILE:

1. Complete the [Department Activity Request](#) Form
2. Support your application with documentation and submit with your Department Activity Form to admin@iatse212.com
 - ie. resume, paystubs w deal memo, letter of recommendation from a department head, etc.
 - applicants must have worked a minimum of two run-of-show positions under two different HODs in each position/category applied for **or** show written support from two different HODs for each upgrade.
3. Allow sufficient time for the department to consider your application. (30 days)

Once these documents have been received and reviewed by the membership committee, you will be contacted. If your application is approved, your requested upgrade will be listed on your file and included on the dispatch list.

If your application is denied or ignored and you feel that you are entitled to an upgrade, you may appeal in writing to the executive committee of Local 212. Support your appeal with documentation (letters, dates, contacts, etc.)

PLEASE NOTE: For Stitcher upgrades it is required that you complete the Advanced Stitcher Assessment with a passing mark to be listed as Stitcher. Your assessment score will be listed along with your stitcher status on availability lists for reference.

CURRENT I.A.T.S.E. 212 MEMBERS APPLYING TO FILM COSTUME AS A SECONDARY DEPARTMENT:

4. Complete the [Department Activity Request](#) Form
5. Complete the Costume Department Special Skills Assessment form (attached) and submit with your Department Activity Request Form to admin@iatse212.com
 - Attach any relevant supporting documents (ie. diplomas, certificates, degrees)
 - Attach your current resume
 - Attach any relevant portfolio items to support your application

PLEASE NOTE: All members applying to the Costume Department as their secondary must meet the same requirements as those applying to the Costume Department as their primary. This includes completing the Entry Level Sewing Assessment.

Should you have any questions related to applying for Permittee Status, Membership, Sister Status, or Upgrades with I.A.T.S.E. Local 212, please contact Membership Services @ 403-250-2199 or e-mail admin@iatse212.com

MANDATORY REQUIREMENTS FOR APPLICATION

To apply to work in the Costume Department for I.A.T.S.E. 212 you must provide written proof of at least one of the following. Please mark the qualifications you possess and provide documentation (ie. paystubs, letters of reference, diplomas, etc.) with your application:

- One-two years full-time or equivalent of post-secondary education in theatre arts, film school, textile arts, or fashion arts from a government accredited school
- Minimum 2 months of employment/volunteer work in the Costume Department for a professional theatre, film, or television production company, commercial, documentary, or educational film
- One year of employment in sewing, pattern making, tailoring, textile arts, or special skills costuming in an industrial or professional setting

RECOMMENDED REQUIREMENTS FOR APPLICATION

It is recommended to have sufficient knowledge or experience with the following points for success in the Costume Department. Please mark the recommended requirements you possess:

- Knowledge of alterations and garment construction
- Knowledge of fabric content and garment care
- Knowledge of period costume

I.A.T.S.E. 212 FILM COSTUME SPECIAL SKILLS ASSESSMENT FORM

Please complete this form to the best of your ability and submit with your application, including any relevant documentation, to admin@iatse212.com

Which status are you applying for?

- Permittee Status Sister Status
- Membership Secondary

What positions are you interested in within the Costume Department?

- | | | |
|---|---|---|
| <input type="checkbox"/> Costume Designer | <input type="checkbox"/> Set Supervisor | <input type="checkbox"/> Stitcher |
| <input type="checkbox"/> Assistant Costume Designer | <input type="checkbox"/> Truck Costumer | <input type="checkbox"/> Breakdown Artist |
| <input type="checkbox"/> Costume Supervisor | <input type="checkbox"/> BG Coordinator | <input type="checkbox"/> Dyer |
| <input type="checkbox"/> Costume Coordinator | <input type="checkbox"/> BG Supervisor | <input type="checkbox"/> Buyer |
| | <input type="checkbox"/> Cutter | <input type="checkbox"/> Costumer |
| | <input type="checkbox"/> Tailor | <input type="checkbox"/> Trainee |
| | <input type="checkbox"/> First-Hand | |

Which of the following textile skills are you competent in:

- | | | |
|--|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Sewing | <input type="checkbox"/> Dressmaking | <input type="checkbox"/> Crochet |
| <input type="checkbox"/> Tailoring | <input type="checkbox"/> Millinery | <input type="checkbox"/> Beading |
| <input type="checkbox"/> Patternmaking | <input type="checkbox"/> Dyeing | <input type="checkbox"/> Fur |
| <input type="checkbox"/> Pattern Cutting | <input type="checkbox"/> Breakdown | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Alterations | <input type="checkbox"/> Leatherwork | |
| <input type="checkbox"/> Corsetry | <input type="checkbox"/> Knitting | |

Which of the following costume related tools/equipment are you competent with:

- | | | |
|--|--|--|
| <input type="checkbox"/> Industrial sewing machine | <input type="checkbox"/> Domestic sewing machine | <input type="checkbox"/> Liquid/powder dyes |
| <input type="checkbox"/> Industrial serger | <input type="checkbox"/> Domestic serger | <input type="checkbox"/> Textile paints, powders, waxes, glues, etc. |
| <input type="checkbox"/> Industrial steam iron with boiler | <input type="checkbox"/> Domestic iron | <input type="checkbox"/> Washer/dryer |
| <input type="checkbox"/> Commercial steamer | <input type="checkbox"/> Airbrush gun + compressor | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Power sander | |
| | <input type="checkbox"/> Dremel | |

Which of the following technology and/or software are you competent with:

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Computers | <input type="checkbox"/> Cricut | <input type="checkbox"/> Synconset |
| <input type="checkbox"/> Smartphones | <input type="checkbox"/> Microsoft Office | <input type="checkbox"/> Asset Hub |
| <input type="checkbox"/> Printers | <input type="checkbox"/> Google Workspace | <input type="checkbox"/> CASHet |
| <input type="checkbox"/> Xerox machines | <input type="checkbox"/> Dropbox | <input type="checkbox"/> Other: |

Which of the following administrative skills are you competent in:

- | | | |
|---|---|--|
| <input type="checkbox"/> Organization | <input type="checkbox"/> Attention to Detail | <input type="checkbox"/> Multi-tasking |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Computer Proficiency | <input type="checkbox"/> Responsibility |
| <input type="checkbox"/> Teamwork | <input type="checkbox"/> Problem-Solving | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Customer Service | | <input type="checkbox"/> Other: |

Do you have a valid driver's license?

- Yes
 No

PLEASE NOTE: Most employers require employees to report to work at locations that are inaccessible via public transit. It is **strongly** recommended that you have a valid driver's license and use of a reliable vehicle. Many positions require employees to travel between work locations.

Please describe your related experience and any special skills not listed above that support your application.

Do you have any formal education/experience that is related to the Costume Department? If so, please describe below and provide written proof with your application.

Thank you for applying to the Film Costume Department of I.A.T.S.E. Local 212. Please allow sufficient time for processing your application. Do not contact the union regarding the status of your application.