

# Costume Department

Thank you for your interest in the Film Costume 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 Costume Department.

The different positions within the Costume Department include:

- Costume Designer,
- Assistant Costume Designer,
- Costume Supervisor,
- 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
- Trainees

## Application Requirements and Procedure

**Permittee Status:** This is the status you need to obtain to be considered to work on IATSE 212 union shows. Without Permittee status you are not eligible to work under a union contract.

To obtain Permittee Status please follow these steps:

- Submit your [Permit Information Package](#) including your:
  - Resume
  - Certificate/Diploma from: Theatre school costume training, Film school training, Olds College Costume Studies, Red Deer College Costume/Theatre training, Mount Royal Theatre Studies, or any University Theatre or Film Program, or related Fibre training ( ie ACAD Fibre Arts Department)
  - Film Costume Specials Skills Assessment Form (included, see attached)
  - Compile a [Basic Personal Kit](#) - A list of what this kit should contain can be found under Tool Requirements and you are expected to bring it with you **on the day of the sewing test (see next step for more information)**.
- Once your application has been reviewed you will be notified if your resume has been accepted, and your application conditionally approved. You will be then be contacted to take an Entry Level Sewing Test, arranged by our Education Department and administered by one of the Members of the Costume Caucus. This Entry Level Sewing Test must be passed with a grade of 75% or higher. An example of this test is included in this package to help you prepare. You must bring the Basic Personal Kit with you on the day of the sewing test.
- To be eligible for Permittee Status, you must take a Set Etiquette Course that is offered through Mount Royal University.
- Upon successful completion of the Entry Level Sewing Test and the Set Etiquette Course, and the compilation of the [Basic Personal Kit](#), you will be a permit in

good standing for one calendar year (with the option to renew yearly) and be eligible to be called for employment on IATSE 212 productions, pending no members available for calls.

## **For Membership**

### **To apply for membership a permit must:**

- complete the [Membership Application](#)
- have completed a minimum of sixty (60) days / four hundred and eight (480) hours as an I.A.T.S.E. Local 212 permit,
- have worked under a minimum of two department heads with good evaluations. (Anything less is at the discretion of the senior members of the department by majority vote.)
- **Update** your “Film Costume Special Skills Assessment Form”
- \*Standard First Aid
- WHMIS (available online course)

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. 212 Education Department @ 250-2199 ext. 26.

**Current IATSE Members Applying To Film Costume As A Secondary Dept:** All IATSE members applying to Film Costume as their secondary department must meet the same requirements as those applying to Costume as a primary department.

## **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 @ 250-2199

## **ENTRY LEVEL SEWING TEST (Practice Exam)**

This will be a time limited one hour and twenty minute exam designed to check your machine and hand sewing skills. You are encouraged to practice the elements of this exam before the exam date. During the exam period you may consult any notes that you wish to use, however interaction between applicants will not be accepted, and attempts to circumvent this requirement will result in applicants being asked to leave the examination room. Also, exam supervisors will not be permitted to assist during the exam. You will need to bring your own small tools for this exam, but sewing machines and expendables will be provided for you. You will be expected to be able to thread a lock stitch sewing machine, to insert a needle, and to wind and insert a bobbin. The serger will be threaded for you when you begin.

### **SEWING TEST:**

The exam will have seven components:

- Make a machine stitched hem, measured at 2 inches and finished at 1 1/2 inches, at least 12 inches long.
- 2. Make a cross stitched hem, serged and finished at 1 1/2 inches, at least 12 inches long.
- Whip stitch a label in place. The label should have your name on it.
- Sew on a button that has a thread shank.
- Serge along a curved edge. The curve will be pre-marked for you.
- Stitch a plain seam, with seam allowances of 5/8 inch, and at least 12 inches long, back stitched at either end, and seam allowances serged open.
- Stitch following a straight line (drawn on the fabric for you), pivoting at a corner and continue stitching along an adjacent straight line.

### **ASSESSMENT CRITERIA:**

These will include:

- finishing all the components in the time allowed
- using the correct sewing techniques
- using appropriate threads
- using the fabric appropriately, i.e. considering the right and wrong sides
- making stitches of an appropriate size
- even and symmetrical stitching
- maintaining correct thread tension
- using correct pressing techniques
- following safety procedures

**A SCORE OF 75% IS REQUIRED TO PASS THIS TEST.**

**\*\*\* Your name will be put on the wait list to take the next scheduled exam. You will be contacted with the date & time for the exam. \*\*\*\***

## ENTRY LEVEL SEWING TEST SCORE SHEET

### Machine Stitched Hem

- Hemmed on correct side of fabric /1
- 1 1/2 inches wide /1
- Even width /1
- At least 12 inches long /1
- Back stitched at each end /2
- Appropriate stitch length /1
- Correct thread tension /1
- Correct pressing technique /2
- Loose threads clipped off /1
- Stitch line is close to folded edge /2

**Points/13**

### Cross Stitched Hem

- Hemmed on correct side of fabric /1
- 1 1/2 inches wide /1
- Even width /1
- Serged /1
- At least 12 inches long /1
- Correct thread tension on serging /1
- Correct stitching technique: cross stitch /1
- Correct thread tension on cross stitching /2
- Correct pressing technique /1
- Even and symmetrical cross stitches /3
- Cross stitches invisible from outside /3
- Cross stitches fastened at each end with knots or securing stitches /1
- Cross stitches overlap serged edge slightly /1
- Appropriate thread colour /1

**Points/19**

### Whip Stitched Label

- Label sewn to inside of fabric (as if to a garment) /1
- Correct stitching technique: whip stitch /2
- Even and symmetrical stitching /3
- Correct thread tension /2
- Whip stitches invisible from outside /2
- Thread secured at beginning and end of stitching /2
- Appropriate thread colour /1
- Applicant's name on label /1
- Raw edges secured /1

**Points/15**

### Button With a Thread Shank

- Button sewn to correct side of fabric /1
- Stitches are concentrated in one place /2
- Wrapped thread shank /2
- Button is attached securely to double layer of fabric /2
- Thread is secured before cutting /1
- Appropriate thread colour /1
- Strong, button sewing thread used /1
- All holes in button are used /1

**Points/11**

### **Serging Along A Curved Edge**

- Stitching follows drawn line and does not distort the curve /2
- Stitching line is smooth /2
- All stitches are on the fabric (absence of jumping off spots) /3
- Correct pressing technique /1
- Loose threads trimmed off /1
- Correct thread tension /1

**Points/10**

### **Plain Seam**

- Seam is at least 12 inches long /1
- Seam is made with appropriate sides together /1
- Correct thread tension (seam and serging) /4
- Back stitching at each end /2
- Seam line is straight /1
- Appropriate stitch length /1
- Correct pressing technique (smooth & flat) /2
- Seam allowances are open /1
- Seam allowances are 5/8 inch wide and even /3
- Seam allowances are serged /1
- Threads are trimmed off /1

**Points/18**

### **Corner Pivot**

- Stitching follows drawn lines /2
- Needle was left in "down" position during pivot /2
- Correct thread tension is maintained /1
- Loose threads are clipped off /1

**Points/6**

### **Safety Procedures Followed**

- Safety glasses are worn while using machines /1
- Machines are turned off while not in use /1
- Iron is left in a safe position when not in use /2

**Points/4**

**Arrived with kit as outlined in permit package**

**Points/4**

**TOTAL MARKS**

**Points/100**

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**IATSE 212 Film Costume Department  
Special Skills Assessment Form**

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Date \_\_\_\_\_

Please complete the following questionnaire with honesty. You will be responsible for your answers and your ability to complete tasks based on your answers below. This form will be submitted with your resume to potential employers, and accessible to current IATSE 212 members.

Education: In which you have earned a Degree, Diploma, Certificate

- Film/Theatre School
- Fashion School
- Design School
- Art School
- Other

Please specify degree, diploma or certificate earned and which institution:

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Which of the following textile skills do you possess competence in? (Please check all that apply)

- Dressmaking
- Tailoring
- Patternmaking/Cutting
- Corsetry
- Sewing w/ special fabrics: ie. Fancies, knits, lace, velvet, stretch
- Knitting
- Crochet
- Leather Work
- Weaving
- Millinery
- Dyeing
- Felting
- Beading
- Fabric and Garment Breakdown incl. Fuller's Earth Powders and Sprays
- Silk-screening
- Embroidery
- Other (please specify) \_\_\_\_\_

Which of the following tools do you possess competence in? (Please check all that apply)

- Industrial Steamer
- Industrial Iron
- Power Sander
- Power drill
- Gluegun
- Industrial Sewing Machine; Incl. Industrial sergers, buttonholers, blindhemmers.
- Digital Cameras
- Printers
- Copier machines

Which of the following vehicles do you possess competence driving? (Please check all that apply)

- Standard Car
- Automatic Car/SUV
- Minivan
- Cargo Van
- One Ton Truck

What computer programmes/OS are you familiar with? (Please check all that apply)

- Mac
- P.C.
- Microsoft Word
- Microsoft Excel
- Filemaker Programmes:
- Costume Plot Pro-V
- Papertrailer
- QuickBooks
- Simply Accounting
- CAD
- Photoshop
- Other (Please specify)\_\_\_\_\_
- Email Programmes (Please specify)\_\_\_\_\_
- Web Browser (Please specify)\_\_\_\_\_

Why are you applying to the Film Costume Department?

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In addition to the above information that you have submitted, do you have any special costume-related skills that you would like us to know about?

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Which two categories in the Costume Department do you feel your training and experience best qualify you for and why (give pertinent information including experience, number of days worked and supervisor's name and contact number.) (see list on first page of Costume Department Permit Application Form for categories)

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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2) \_\_\_\_\_  
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