

Props Department

Thank you for your interest in the Props 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 Props Department.

The different positions within the Props Department include:

- Property Master,
- Assistant Property Master,
- Props Buyer,
- Armour,
- Props Builder and
- Props Assistant

Application Requirements

For Permittee Status

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

- Print and complete the “Questionnaire” (attached below),
- Copies of relevant degrees, diplomas and/or certificates you possess (i.e. firearms certificates, post secondary certificates, WHMIS, etc).

Your training and experience will help the Head of the Department (HOD) determine which position you are best suited for. Be sure to provide detailed information about any previous training/experience on your resume (list supervisor names, responsibilities etc). Additionally, please provide copies of any relevant licenses, tickets and/or certificates etc. and submit all your documentation including, your completed “Questionnaire for Permits”, 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, under at least three different Department Heads, who give you good evaluations!

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

- Print and complete the “Questionnaire” (attached below),
- *Standard First Aid and
- *WHMIS

Please provide copies of any relevant licenses, tickets and/or certificates etc. and submit all your documentation including, your completed Questionnaire, 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.

For Sister Status

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

- Print and complete the “Questionnaire” (attached below),
- 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 including, your completed Questionnaire, 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.

PROPS DEPARMENT - QUESTIONNAIRE

This questionnaire is designed to help process applications to the Property Department in an efficient and timely manner. We would like to learn a bit more about you, through these questions, and point you in the direction that is best suited to your goals. This questionnaire will be attached to your most current resume, and viewed by potential employers. Please take the time to answer these questions accurately and honestly. Failure to do so will result in rejection of your application, or dismissal from a working position and removal from the Property Department call list.

1. How did you learn about I.A.T.S.E. 212?

2. What do you think is the role of the Property Department within the film business?

3. Why are you interested in the Property Department?

4. What experience, education, skills and / or training do you have that would be beneficial to the Property Department?

5. Is there a particular area of the Props department, which you feel more suited;

- Assistant Property Master
- On set Property Person
- Property Buyer
- Property Builder
- Fire arms handler
- Other – please list

6. Would you be interested in learning about all areas of work available in the Property Department, or would you like to pursue one area exclusively?

7. Would you be willing to gain experience working in a trainee position?

8. Do you have any experience handling firearms? If not, would you be willing to learn?
As of this application, do you possess any Canadian certificates in this area?

9. Do you possess any other certificates which you feel may be of an asset to our department? Please list. Include photocopies of any certificates with your application.

Please answer the following questions based on a scale of 1 to 5.

1. I have no experience in this area
2. Below average / I would need a great deal of guidance
3. I would rate myself as average in this area
4. I would rate myself as above average in this area
5. Very comfortable / I could teach others these skills

How would you rate your computer skills? —

Research skills, using the Internet and other means. —

Do you have an eye for detail? —

How well do you listen and follow instructions? —

How would you rate your reading and comprehension skills? —

Reading a script and being able to determine what props are required, stated or implied?

How comfortable do you think you would be working on a show set in another time? —

How would you rate your shopping skills? —

How comfortable are you using the telephone to source and cost items? —

Are you familiar with a large and varied number of stores, suppliers and services in the Calgary area? —

Do you feel comfortable working with large numbers of people, many of which you may not be familiar with? —

Do you feel comfortable approaching and talking to actors? —

How would you rate your problem solving skills? —

Do you feel comfortable operating power tools? —

Are you a people person? —

Public speaking skills? —

How would you rate your creative or artistic skills? —

How knowledgeable are you in regards to shotguns and rifles? —

How knowledgeable are you in regards to handguns? —

How knowledgeable are you in regards to military and automatic weapons? ___

Thank you for your participation in this questionnaire. Please feel free to add any comments or other information you may think is relevant. If you have any questions regarding your application, PLEASE ASK. Your participation is an important step. If you have upgraded any of your skills since completing this questionnaire, please send us an updated resume listing any new skills, education, certificates, or experience.

I (please print your name)_____ have filled out this questionnaire and application honestly, and to the best of my ability.

Signed (the applicant)_____ Date: _____

Once again thank you for your interest in the Property Department of I.A.T.S.E. 212. We will make every effort to process your application as quickly as possible and respond after making our assessment.

The Property Department
I.A.T.S.E.