

Script Department

Thank you for your interest in the Script 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 Script Department.

The Script Supervisor is responsible for maintaining and supervising all issues of continuity and acts as the editor's representative on set.

Application Requirements

For Permittee Status

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

- Completion of grade 12 or equivalent
- A fluent command of written and spoken English
- Twenty (20) days working on a film set in any capacity
- Completion of a department evaluation to determine your level of knowledge prior to approval for training.
- Once approved for training you will be eligible for a permit. Once Permitted you will be expected to do 30 days training, paid or unpaid, before taking a union call. Exceptions to this will be at the discretion of the training member.(i.e. 2nd unit under the supervision of your training member)

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 with your **"Permit Information Package"**.

For Membership

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

- Training with two senior members on I.A.T.S.E. sanctioned shows (Main Unit) if possible a series and MOW or Feature
- Sixty (60) days total, made up of a combination of paid or unpaid training days and paid work on 2nd unit or as HOD on any union sanctioned show in any jurisdiction.
- A written evaluation from each Script Supervisor you trained with detailing areas of training covered and a recommendation for continuing.
- When you have achieved the 60 days you must successfully complete a supervised department exam. **Must score 80% to achieve a passing grade.** A pass will make you eligible for membership in the Local in the Script Dept. A fail will require a detailed review and a minimum 30 day wait before rewriting. A 2nd fail will require more training and minimum 30 day wait before rewriting. A 3rd fail will result in expulsion from the training program.
- *Standard First Aid
- *WHMIS

Current IATSE 212 members in other departments seeking membership in the Script Department are required to meet the same criteria and follow the same process.

****Please be aware that due to the limited positions for training available not all eligible applicants will be accepted. For those who are accepted, you will have 3 years from the commencement of training to complete the requirements.**

In the case of an experienced Script Supervisor, the following criteria applies:

- 1800 hours working as a script supervisor on **I.A.T.S.E. sanctioned shows**, at least 1500 hours of which must be on a main unit. (please provide proof, either photocopies of your ROE's or pay stubs)
You will be notified as soon as your application is reviewed. We will set up a time where you must take the script supervisor's exam and pass with at least 80%. You must also meet all other IATSE membership requirements before acceptance into the Script caucus.

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.

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.

Script Department Self Evaluation

Name: _____

Phone: _____

Date: _____

Please answer all questions as honestly as possible. This form will be submitted with your resume and permit application to the membership chairperson of the script caucus and the member who will be training you. The more we know about your level of knowledge the more we can concentrate your training on the areas most needed.

1. What do you think is the role of the script supervisor?

2. What skills do you think make an effective script supervisor?

3. What skills, experience and/or training do you have that you feel makes you a good candidate for script supervising?

4. If you are familiar with the following terms please define them:

Topsheet _____

Left hand page/facing page _____

Editor's Log _____

Lined script _____

Header _____

Slugline _____

Script day _____

Call sheet _____

DP _____

5. Are you able to dedicate several days in a row to training or would other obligations make that difficult? Explain: _____

6. Do you feel committed to the process of becoming a script supervisor, which may or may not be a paid position during the training portion?

Please rate your abilities to the following based on a scale of 1 to 5

1 being no experience or knowledge

2 being below average, need guidance

3 being average

4 being above average but not proficient

5 being very comfortable or above average skill or knowledge, could teach it

- ___ Do you have an eye for detail?
- ___ Are you comfortable approaching and talking to actors?
- ___ Are you a people person?
- ___ How would you rate your problem solving skills?
- ___ Do you have the confidence to speak up in front of superiors?
- ___ Do you have the confidence to speak up in front of strangers?
- ___ How well do you listen and follow instructions?
- ___ How would you rate your reading and comprehension skills?
- ___ Would you consider yourself an organized person?
- ___ How skilled are you at time management?
- ___ How would you rate your computer skills?
- ___ How would you rate your basic math skills in fractions and adding time?
- ___ Do you have a good sense of story?
- ___ Do you often notice continuity mistakes when you watch television?
- ___ How would you rate your grammar and language skills?
- ___ Are you physically capable of working 12 hours days or longer?
- ___ Is your writing clear and neat?

Thank you and feel free to add any comments or other information you may think is relevant _____

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

Signed _____ (the applicant) this _____ of _____ (date)