

Set Decorating Department

Thank you for your interest in the Set Decorating 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 Set Decorating Department.

The different positions within the Set Decorating Department include:

- Set Decorator,
- Assistant Set Decorator,
- Set Buyer,
- On-Set Dresser,
- Lead Dresser,
- Draper/Upholsterer,
- Set Dresser and
- Labourer/Entry Level

Application Requirements

For Permittee Status

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

- Print and complete the “Set Dec Self Evaluation” (attached below).

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 “Set Dec Self Evaluation” with your **“Permit Information Package”**.

Once your application is approved and you are dispatched to a call you will be required to bring a “Basic Tool Kit” with you - a list of what this kit should contain can be found under **“Tool Requirements”**.

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 “Set Dec Self Evaluation” (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 "Set Dec Self Evaluation" 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):

- Print and complete the "Set Dec Self Evaluation" (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 "Set Dec Self Evaluation", with your **"Sister Status Application"**.

For all applicants, your 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.

**Set Dec Department
Self Evaluation**

NAME: _____

PHONE: _____

EMAIL: _____

DATE: _____

Please answer all questions honestly, as you are responsible for your answers to your employers. This form will be submitted with your resume to potential employers.

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

- Film/Theatre School
- Architectural/Design School
- Fine Art
- Interior Design
- Art School
- Other:

Work – Preferably only positions you have included on your resume:

- Film/Stage/Theatre Technician
- Drapery/Upholstery
- Antiques & Collectibles
- Cabinet/Furniture Making
- Professional Furniture Moving
- Professional Cleaner
- Painting
- Accounting/Computer Data Entry
- Shipping & Receiving
- Electrical/Wiring
- Construction, specify: _____
- Artist, specify: _____

Any other experience you feel is relevant to the Set Decorating Department:

Do you have a valid First Aid Certificate? If yes, please check applicable:

Emergency

Standard

Advanced

Which of the following tools can you use with confidence? Please check the appropriate boxes and circle if you also currently own the tool(s).

- Hammer
- Tape Measure
- Power Drill
- Hand Saw
- Jig Saw
- Skill Saw
- Utility Knife
- Furniture Dolly
- Staple Gun
- Tape Gun
- Dremmel Tool
- Reciprocating Saw
- Sewing Machine

Do you have a valid Driver's License? Please check: YES NO

Which of the following vehicles can you drive with confidence?

- Car
- ½ ton Pickup Truck
- Panel Van
- 1 ton Cube Van
- JLG/Manlift/Genie

Certified? Please check: YES NO

Do you have any physical ailments that might effect your position?
ie. bad back, no heavy lifting, etc. YES NO

If yes, please explain: _____

Why are you applying to the Set Decorating Department?

