

## Tutors Department

Thank you for your interest in the Tutor Department of IATSE 212. Please take a few minutes to read the following information, which outlines the department specific requirements necessary when applying to the Tutor Department.

### Application Requirements

#### For Permittee Status

In addition to completing the “Permit Information Package” you must meet the following requirements.

- A Criminal Record check and a Child Welfare check
- Hold a valid Canadian teaching certificate.
- Submit a current resume
- Have a minimum of five years teaching experience at different grade levels and subject areas. Previous work in television or film is an asset. Exceptions may apply for teachers possessing specific skill sets, as required by the department.
- Must be prepared to work in a collaborate, job sharing atmosphere
- Agree to adhere to the rules of professional conduct as set out by the Alberta Teachers’ Association

A permit member requires union approval when working outside of the area for which they are called.

Upon fulfilling the requirements as a permit of IASE Local 212, you may be invited by the Department to move in the direction of Membership. Your training and experience will help the Head of the Department determine tutoring jobs for which you are best qualified.

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):

- \*Standard First Aid and
- \*WHMIS
- A criminal and Child Welfare background check.
- Submit a copy of a valid Canadian Teaching Certificate.

- Have a minimum of five years teaching experience across different grade levels and subject areas.
- Must be prepared to work in a collaborate job sharing atmosphere
- Have worked on two productions as an IATSE 212 permit
- Letters of reference from two Production Managers and two parents, of a tutored minor, from each production.
- Must agree to abide by the rules of profession conduct as outlined by the Alberta Teachers' Association.
- Must be familiar with the ACTRA and SAG rules regarding tutoring child actors.
- Must be familiar with the Tutor Department contract for employment
- Attend an interview with a member of the Tutor Department
- All prerequisites must be reviewed by the IATSE 212 Union and the Department Caucus.

Please provide copies of any relevant licenses, tickets and/or certificates etc. not already on file 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.

### **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 all 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.