



IATSE LOCAL 891

International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, its Territories and Canada • British Columbia and the Yukon

Page 1 - SET DECORATING DEPARTMENT APPLICATION FORM

Please indicate which status you are applying for:

PERMITTEE STATUS

SISTER LOCAL STATUS

For members of IATSE Sister Locals: A current letter of good standing from your home local is required. Please contact your home local to obtain a current letter of good standing, the letter must provide the date to which your quarterly dues have been paid.

I have attached proof of a current letter of good standing in pdf format from IATSE Local# _____.

Copies of your resume and required documents (such as certificates, tickets, etc.) must be emailed to applications@iatse.com as attachments along with your completed application. PDF format preferred.

Please complete the following details

Name: _____
FIRST MIDDLE LAST

Address: _____
STREET CITY PROVINCE/POSTAL CODE

Providing birthdate and gender information is optional. This is asked for demographics only and will not be used to determine eligibility.

Birthdate: _____ day month year Gender: _____

Home Phone: _____ Mobile Phone: _____

E-Mail Address: _____ Website: _____

Emergency contact-Optional: Name _____ Phone: _____

Last 4 digits of Social Insurance #: _____

IATSE LOCAL 891 PERMITTEE AND SISTER LOCAL APPLICATION AGREEMENT – MUST BE SUBMITTED WITH APPLICATION

1. I, _____ acknowledge that I have read and will fully abide by the IATSE Local 891 (the “Local”) Availability and Dispatch Procedures that are located on the Local’s website [here](#). I understand that these procedures are subject to change at the discretion of the Local, and that it is my responsibility to monitor the website to stay apprised of any changes and to abide by them.
2. As a Permittee applicant, or once approved as a Permittee, I agree that I will not accept work within the jurisdiction of the Local without first gaining the Local’s authorization by a valid permit and/or record of Union dispatch. If I am contacted directly by a production, I recognize that it is my responsibility to verify my hiring by contacting the Local’s Dispatch at 604-664-8916. I acknowledge that it is my sole responsibility to ensure that I have been properly dispatched or work permitted by the Union, that repeated infractions of this kind can result in my removal from the Local’s permittee roster, and any unauthorized days worked will not count towards membership requirements.
3. I understand that if permitted or dispatched to accept work I am required to provide the Canadian and Provincial residency information sufficient to ensure that the production company is eligible to receive the federal and provincial incentives including tax credits. This information can be found on the Local’s website at [here](#).
4. I acknowledge and agree that any work I receive as a Permittee applicant or approved Permittee is also subject to the following:
 - Work is as a non-member of the Local and will not create or be counted towards retroactive seniority should I be granted membership in the future;
 - Work is of a very temporary nature, acceptance of such work does not create an entitlement to ongoing or future work, and there is no obligation on the Local to assist or provide future work opportunities as a non-member;
 - There is no guarantee of work; and,
 - The Local has the right to make the final determination of any/all work offered.
5. I acknowledge that my employment will be governed by the terms of the Master Collective Agreement, or other applicable stand-alone Collective Agreement of the Local, and the policies and procedures of the Local. In addition, I understand that I am required to consent to the deduction and remittance of working dues in the amount provided for under the Collective Agreement to the Local.
6. I acknowledge that in completing this application, I am not being offered membership in IATSE Local 891, and that this applicant agreement must be signed before I am entitled to accept any work offered.

BARGAINING AUTHORIZATION: In applying, I understand that the Local intends to apply to be certified as my exclusive bargaining agent and to represent me in collective bargaining.

CONSENT TO THE COLLECTION, USE, DISCLOSURE AND RETENTION OF PERSONAL INFORMATION: I acknowledge that I have had an opportunity to read and agree to the Applicant Personal Information Policy located on the Local’s website [here](#) and I have had an opportunity to read and agree to the Local’s Privacy Policy located on the Local’s website [here](#).

I certify that all information stated and provided with this application is true and complete to the best of my knowledge. I authorize IATSE Local 891 to verify this information provided in this application. I agree that any intentional misrepresentation on this application could result in the termination of my union status.

Dated: _____ **Signature** _____
Signature or typed initials providing your acceptance of this agreement



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Consent to Receive Electronic Communications

This form will confirm that you have consented to receive our electronic communications, including but not limited to our newsletters, production summaries, production reports, notifications with respect to seminars and fundraisers, departmental communications, communications from third parties, and other notifications we send from time to time for the purpose of (i) sharing information; (ii) establishing, developing and/or maintaining our relationship with you; and (iii) in accordance with our strategic objectives.

Please note that the provisions of our Privacy Policy continue to apply.

Please sign and date this consent below to confirm your agreement.

Last 4 digits of S.I.N.

Printed Name

Signature or typed initial providing your consent

Date

Resource ID number
(To be added by staff)

Page 4 - SET DECORATION DEPARTMENT APPLICATION FORM

FILM & TELEVISION EXPERIENCE - list your film and tv experience below.

Please note: Work experience may be verified.

Production Title: _____ Dates: _____

Feature, Television, Video, or Commercial: _____

Position/Duties: _____

Reference Name and Phone Number: _____

Production Title: _____ Dates: _____

Feature, Television, Video, or Commercial: _____

Position/Duties: _____

Reference Name and Phone Number: _____

Production Title: _____ Dates: _____

Feature, Television, Video, or Commercial: _____

Position/Duties: _____

Reference Name and Phone Number: _____

Production Title: _____ Dates: _____

Feature, Television, Video, or Commercial: _____

Position/Duties: _____

Reference Name and Phone Number: _____

Production Title: _____ Dates: _____

Feature, Television, Video, or Commercial: _____

Position/Duties: _____

Reference Name and Phone Number: _____

RELATED EXPERIENCE/SPECIAL SKILLS:

EDUCATION/TRAINING/CERTIFICATES/LICENSES (please include copies):

SET DRESSER CLASSIFICATION:

GENERAL DUTIES: The duties of a Set Dresser are to assist in the safe and efficient pick-up and return of all items and materials used as set décor; the carriage, movement, placement, preparation of all dressings and removal within all studio and/or location sets; the maintenance, replacement and listing of inventory. The Set Dresser will perform other Set Decorating related duties, as required.

This position is physically demanding and may involve standing for long periods of time, bending, pushing, pulling and lifting. This position may require the operation of power tools and may involve working at heights. On location work involves working both outdoors and indoors. All weather gear is required.

*This description is for applicant information purposes only. Actual duties may differ from this description.

REQUIREMENTS SET DRESSER:

Set Dresser applicants **MUST** have proof (work verification letters) of the following criteria and attach copies of all certificates (please check mark):

Proof of a minimum of 30 days, in any aspect of Film, Television, or Commercial production experience ([click here for sample](#)).

Motion Picture Industry Orientation Certificate (available at Actsafe, Capilano University, Langara College, Vancouver Film School, InFocus Film School)

Valid WHMIS 2015 Certificate (this can be completed without charge on-line at aixsafety.com)

Complete the Set Decorating Department Entry Evaluation Exam (minimum score of 70%).

Applicants must write the Permittee Evaluation exam. The test can only be written after you have submitted your application via email to the union office. Applicants may write the test between the hours of 9:00am – 3:30pm Monday through Friday. No appointment is necessary. We recommend that you allow yourself at least one hour to complete the test. To help prepare for the exam, see reading/study guide/glossary of terms. (**please click [here](#) for this information**).

Have required equipment

Attach a resume in pdf format

Save your completed application (this document) and submit to applications@iatse.com

Applicant **MUST** provide proof of minimum of 2 of the following ([click here for sample](#)):

50 paid days in set decoration working in film.

200 days volunteer work in an area related to set decoration or design/décor.

2 years of work experience in areas compatible with the needs of set decoration, i.e., florist, draper, carpenter, painter, upholsterer, warehouse person, stills photographer.

Completion of any film school related program (certificate, degree or diploma)

SET DRESSER ASSETS (please check mark):

High school diploma or equivalent

Valid Aerial Boom/Scissor Lift Certificate

This certificate must have a combination of theory training and in-person practical assessment. A certificate with only theory training does not meet the requirement. This course is available at Actsafesafe www.actsafesafe.ca

Valid Fall Protection Certificate

This certificate must have a combination of theory training and in-person practical assessment. A certificate with only theory training does not meet the requirement. This course is available at Actsafesafe www.actsafesafe.ca

Valid Forklift Certificate

This certificate must have a combination of theory training and in-person practical assessment. A certificate with only theory training does not meet the requirement. This course is available at Actsafesafe www.actsafesafe.ca

2 verification of employment letters from your supervisor. Letters must contain: date letter written, company/production name, applicants' name and role/title specifying the length of time worked and contact email and phone number of reference. ([click here for sample](#))

Actsafesafe Motion Picture Safety Awareness - Available at www.actsafesafe.ca (required for membership)

SET DRESSER SKILLS: (All Set Dressers are expected to have a rudimentary knowledge of the following skills) (please check mark):

All aspects of film such as: Scripts, breakdowns, on set procedures

All safety aspects: ladders, lifting, protocol, etc.

Graphics, drawing, drafting

Acute power of observation & attention to visual detail

Drapery, curtain and blind installation

Sewing, upholstery, fabric care

Furniture styles & repair

Artwork installation

Floral and plant arranging

Extensive knowledge of hardware

Adhesives, glues, tapes

Pipe, Plumbing & electrical installation (non-practical)

Safe furniture/object moving

Woodworking, construction techniques

Hand & power tool operation

Fiber rope & knots

Wire rope & rigging

Packing techniques for a variety of objects

HIGHLY RECOMMENDED TOOLS FOR SET DRESSER - (THE EMPLOYER MAY REQUIRE):

Pencil	Notebook	Hammer – 16 oz
Side cutters (pliers)	16' measuring tape imperial metric	Pliers (needle nose)
2 crescent wrenches	Vice grips	Pliers (snub nose)
Handsaw	Mat or utility knife	Scissors
Scale ruler (architects imperial)	Multi-driver* or multiple screw drivers	Industrial stapler
Retractable razor scraper	Cordless drill/driver bits	Combo square
Markers, including sharpies	Small level	12" ruler
Hack saw	Tool belt or tool box	Paint scraper
Drill index	Tape Gun	Pocket calculator
Magnet	Small prybar (wonderbar or catspaw)	Flashlight

REQUIRED EQUIPMENT FOR SET DRESSER:

Steel toed boots	Hard hat/back strap	Work gloves
Full rain gear	Cold weather protection	

HIGHLY RECOMMENDED EQUIPMENT FOR SET DRESSER - (THE EMPLOYER MAY REQUIRE):

Eye protection	Canister type respirator	Hearing protection
Four-wheel dolly	Two-wheel dolly	Rubber boots

Note: After your application has been reviewed, you may be contacted and invited to attend a department orientation session. You must attend this session prior to being approved as a permittee.

Please note: Most positions require employees to report to work at locations that are inaccessible to public transit, therefore it is strongly recommended that you have a valid BC Drivers License and use of a reliable vehicle. Many positions require employees to travel between work locations. Employees using their own vehicles must be able to provide their employer with proof of having Business Class Insurance. **Please do not forward copies of your drivers license, as this information is not required for your application.*