



Page 1 - SCRIPT SUPERVISORS 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#\_\_\_\_\_.

ASSISTANT TO SCRIPT SUPERVISOR/CONTINUITY COORDINATOR:

\*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: \_\_\_\_\_

Last 4 digits of Social Insurance # : \_\_\_\_\_

Emergency contact - Optional: Name Phone:

How did you find out about the role with Local 891 you are applying for?

Do you wish to share your pronouns with IATSE Local 891?

**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



IATSE | LOCAL  
891



**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 - SCRIPT SUPERVISORS 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):



**IATSE** LOCAL 891



**PAGE 5 ASSISTANT TO SCRIPT SUPERVISOR/CONTINUITY COORDINATOR DEPT PERMITTEE APPLICATION**

**GENERAL DUTIES: Assistant to Script Supervisor/Continuity Coordinator:**

Under the direction of the Script Supervisor/Continuity Coordinator, duties of the Assistant Script Supervisor/Continuity Coordinator may include:

- Taking and organizing continuity photos,
- Liaising with other departments regarding continuity matching when shooting, re. sets, background performers
- Check/circle print takes with camera and sound
- Communicate with VFX personnel re. elements for shots
- Check prelim call sheet for page counts, D/N, part scenes and communicate to 2nd AD
- May do off camera dialogue
- May move and set up Script supervisor’s gear when changing sets
- 2nd/additional units - if appropriate to assistant’s skill level. Such work would be a classification upgrade with pay adjustment per contract
- Other duties as specified by the Script Supervisor.

**\*This description is for applicant purposes only. Actual duties may differ from this description. A more detailed list of possible duties is attached.**

**REQUIREMENTS**

Applicants **MUST** have proof of the following criteria and attach copies of certificates (please check mark):

- \_\_\_\_\_ WHMIS 2015
- \_\_\_\_\_ Motion Picture Industry Orientation Certificate - <https://www.actsafe.ca/>
- \_\_\_\_\_ Actsafe Motion Picture Safety Awareness Certificate - <https://www.actsafe.ca/>
- \_\_\_\_\_ Education/Training certificate(s)/verification letter
- \_\_\_\_\_ Work experience (submit work verification letters)
- \_\_\_\_\_ Resume in mandatory format (see sample resume in this application)
- \_\_\_\_\_ Provide a sample of script notes and lined script
- \_\_\_\_\_ Applicants must be fluent in written and spoken English
- \_\_\_\_\_ Job required equipment (All weather/rain gear)
- \_\_\_\_\_ Save your completed application (this document) and supporting documents and submit to [applications@iatse.com](mailto:applications@iatse.com)

**PAGE 6 ASSISTANT TO SCRIPT SUPERVISOR/CONTINUITY COORDINATOR DEPT  
PERMITTEE APPLICATION**

**Education/Training:** Must provide proof via education certificate or training verification letter (with signature) of a script supervisor's training program of a **minimum of one of the following** (please checkmark):

\_\_\_\_\_ in person or on-line at a recognized post-secondary institution. For example (and not limited to) Capilano University, BCIT, Langara College. Such course shall be a minimum of 48 hours of instruction; **AND/OR**

\_\_\_\_\_ in person or on-line training offered by a professional script supervisor. For example (and not limited to) Danielle Saioni, Dawn Gilliam, Randi Feldman. Such course shall be a minimum of 48 hours of instruction; **AND/OR**

\_\_\_\_\_ if you have received training from some other person or institution, the Department will consider this training upon request. Such request should be in writing, provide details of that training, and submitted alongside your Permittee application.

**Work Experience:**

\_\_\_\_\_ Applicant must have proof of 100 days of verifiable experience as a script supervisor on episodic television series or streaming series or television movie and/or feature film. Verification of employment letters are required. ([Click here for sample work verification letter](#))

**\*Note:** Student films, industrials or commercials will NOT qualify for any of the day requirements.

**Personal skills/attributes:**

- Great attention to detail
- Ability to concentrate and focus in a high pressure and sometimes loud environment
- Excellent communication skills
- Excellent interpersonal skills
- Adaptability
- Ability to multi-task
- Ability to follow instructions from the Script Supervisor and other managers

**ASSETS**

Acts safe Anti-bullying and Harassment certificate - <https://www.actsafe.ca/>

**TOOLS & EQUIPMENT**

**Must haves:**

All weather/rain gear

**Highly Recommended:**

- 1. Laptop or iPad with weather protection
- 2. The following software:
  - a) ScriptE Multi-Unit or Peter Skarrett software
  - b) Final Draft/Final Draft mobile
  - c) Word or Pages or other word processing software
  - d) PDF reader and markup software
- 1. Digital camera (or iPhone/iPad camera)
- 2. Printer
- 3. Folding camp style chair
- 4. Basic stationery kit; pens, pencils, highlighter

**ADDITIONAL SKILLS IDENTIFICATION**

For the purposes of skills identification in IATSE database you may wish to identify if you are:

\_\_\_\_\_ digital script supervisor

\_\_\_\_\_ paper/pen script supervisor

Please list any other skills or training you feel may be relevant to the position applied for, ie. additional language(s), workshops, professional development.

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**EXPANDED LIST OF POSSIBLE DUTIES for Assistant Script Supervisor/Continuity Coordinator:**

1. Take continuity pics with camera/iPad for sets, characters, props, etc and organize in folders by scene and episode - upload to iCloud or DropBox if possible, share folders.
2. Using continuity pics ensure returning sets have been dressed properly, bg performers are in continuity as necessary
3. Determine shot list number and/or storyboard and/or previz numbers and cross reference with slates.
4. Check/circle print takes with camera when cameras reload
5. Cross reference print takes with VFX and sound as necessary
6. Relay slates to all departments if necessary
7. Communicate with VFX personnel re. VFX elements for shots
8. Check prelim call sheet for page counts, D/N, part scenes and communicate changes to the 2nd AD
9. May do off camera dialogue
10. Watch bg for continuity and be extra set of eyes, esp to match stunt players costumes, props, positions in falls, fights
11. May move gear; laptop stand & bag when changing sets so script supervisor can go directly to blocking
12. Communicate with video playback re. cue-ing up takes for playback
13. review ADs one-liner when updated and update script supervisor's one-line if necessary
14. If a paper script and script binder is maintained by the script supervisor, to file revised script pages and daily notes
15. 2nd/additional units - if appropriate to assistant's skill level and will be an upgrade and pay adjustment per contract.

**IMPORTANT INFORMATION:**

- Each individual employer enforces strict confidentiality and social media policies. Violations of these policies may have adverse consequences for your employment and union status.
- Most employers 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.***



## RESUME FORMAT FOR APPLICATION PURPOSES

IT IS MANDATORY TO USE THIS FORMAT WHEN SUBMITTING YOUR RESUME. Misrepresentations and embellishments on your resume will disqualify you from further consideration.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### FILM RELATED EMPLOYMENT:

#### Features

Production Title: \_\_\_\_\_ Year: \_\_\_\_\_ Position Held: \_\_\_\_\_ Director: \_\_\_\_\_ No. of days: \_\_\_\_

Production Title: \_\_\_\_\_ Year: \_\_\_\_\_ Position Held: \_\_\_\_\_ Director: \_\_\_\_\_ No. of days: \_\_\_\_

#### TV Movies

Production Title: \_\_\_\_\_ Year: \_\_\_\_\_ Position Held: \_\_\_\_\_ Director: \_\_\_\_\_ No. of days: \_\_\_\_

Production Title: \_\_\_\_\_ Year: \_\_\_\_\_ Position Held: \_\_\_\_\_ Director: \_\_\_\_\_ No. of days: \_\_\_\_

#### Series Television

Production Title: \_\_\_\_\_ Year: \_\_\_\_\_ Position Held: \_\_\_\_\_ Director: \_\_\_\_\_ No. of days: \_\_\_\_

Production Title: \_\_\_\_\_ Year: \_\_\_\_\_ Position Held: \_\_\_\_\_ Director: \_\_\_\_\_ No. of days: \_\_\_\_

#### Commercials, Documentaries

Production Title: \_\_\_\_\_ Year: \_\_\_\_\_ Position Held: \_\_\_\_\_ Director: \_\_\_\_\_ No. of days: \_\_\_\_

Production Title: \_\_\_\_\_ Year: \_\_\_\_\_ Position Held: \_\_\_\_\_ Director: \_\_\_\_\_ No. of days: \_\_\_\_

#### Student Films (not to include films produced as your own class projects)

Name of Institution: \_\_\_\_\_ Position Held: \_\_\_\_\_ Production Title: \_\_\_\_\_

Name of Institution: \_\_\_\_\_ Position Held: \_\_\_\_\_ Production Title: \_\_\_\_\_

#### OTHER EMPLOYMENT

Company: \_\_\_\_\_ Company: \_\_\_\_\_

Position Held: \_\_\_\_\_ Position Held: \_\_\_\_\_

Responsibilities: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Company: \_\_\_\_\_ Company: \_\_\_\_\_

Position Held: \_\_\_\_\_ Position Held: \_\_\_\_\_

Responsibilities: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

**REFERENCES:** Please list names and telephone numbers for film industry related contacts.