



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#_____.

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

OURWORK.ca

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)

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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 SCRIPT SUPERVISORS/CONTINUITY COORDINATOR DEPT PERMITTEE APPLICATION

GENERAL DUTIES: Script Supervisor/Continuity Coordinator:

Script Supervisor/Continuity Coordinators act as a hub for information on set, ensuring continuity between scenes and adherence to the script. Working closely with the Director and interfacing with all departments on set, the Script Supervisor provides the requisite link between production and post production. Including, but not limited to: Pre-production: script pre-timings, breakdown the script and produce a script Breakdown summary, day/night summary etc, attending production meetings and tech surveys Production: attend blockings, track continuity of hair, makeup, costumes, props and sets, assist the director and DOP with eyeline, screen direction questions, make detailed notes for post/ editorial while shooting, keeping track of all camera and sound takes, prepare a daily production report, track scenes, pages shot, owed inserts, shots and scenes.

***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 - www.actsafe.ca.
- _____ Actsafe Motion Picture Safety Awareness Certificate - 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

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 300 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:** Short films, 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
- Effective time management skills

ASSETS

Acts safe Anti-bullying and Harassment certificate - 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

E. ADDITIONAL SKILLS IDENTIFICATION

For the purposes of skills identification in IATSE 891 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.

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

Script Supervisor/Continuity Coordinator A Script Supervisor/Continuity Coordinator may be expected to perform multiple tasks during pre-production, production and post production, including:

- PRE-PRODUCTION:
 - Pre-timing a script to provide Production with estimated running times,
 - Preparing a one-line Breakdown of the script for all departments summarizing the content of each scene and noting props, hair, makeup, costumes, vfx, spfx requirements for each scene,
 - Preparing a list of voice over lines,
 - Back-matching scripted props, scene by scene,
 - Tracking scripted wardrobe, hair, make up changes scene by scene,
 - Providing Production/Assistant Directors with a Day/Night script breakdown,
 - Setting time of day for each scripted scene according to scripted times and/or Day/Night breakdown,
 - Reviewing script with a view to logic and story,
 - Attending on Tech Surveys to see how locations may affect script timings, identify how physical locations may differ from scripted references, become aware of landmarks, flags, clocks, signage, learn how the director intends to shoot various scenes with a view to coverage, cheats etc., and
 - Attending meetings as requested/needed, eg: Concept meetings, tone meetings, VFX meetings, production meetings.

- PRODUCTION:
 - Attending scene blockings and rehearsals prior to filming scenes,
 - Tracking all actor movement during a scene,
 - Tracking all dialogue adjustments actors make to dialogue and correct them as needed. Prompt actors when shooting if they forget dialogue,
 - Providing off-camera dialogue for actors as needed,
 - Taking continuity photos,
 - Assisting the following departments with Continuity as needed: Hair, Make-Up, Wardrobe, Props and Set-Decoration,
 - Assisting the Director and Director of Photography as needed with eyelines, shots and continuity,
 - Liaising with Editorial on behalf of the Director as requested,
 - Liaising with the Writer's Room/Show Runner as needed,
 - Liaising with VFX and camera departments as needed,
 - Maintaining daily documents for Production and sending to Post Production/ Editorial,
 - Maintaining Facing Pages
 - Maintaining an Editor's Log
 - Maintaining an Editor's Lined Script
 - Compiling an Insert/Shots Owed list,
 - Maintaining a Timecode Log if required,
 - Compiling a Daily Production Report including:
 - Scene estimated running times
 - Crew Call Time

- First Shot of the Day
- First Shot after Lunch
- Official Wrap
- Production Notes:
 - Scenes Scheduled but Not Shot
 - Scenes Shot but Not Scheduled
 - Owed inserts or Shots
- REVISIONS:
 - Provide an updated One-liner to reflect each set of revisions issued by Production
 - Updated timing
 - Updated back-matching
 - Updated logic issues that might arise
 - Updated day/night
 - Updated page count (1/8ths)
- POST PRODUCTION:
 - Provide Production and Editorial with a compiled episode/show script
 - Compiled Facing Pages
 - Compiled Editor's Logs
 - Compiled Lined Editor's Script
 - Compiled Shots Owed List
 - Compiled voice over List.
 - Compiled Timecode Logs (if maintained during shooting)

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.