



IATSE Local 891

TRADE SHOWS/EVENTS & STAGING DEPARTMENT

APPLICATION PACKAGE

PERMITTEE/2ND CATEGORY/SISTER LOCAL

1640 Boundary Road · Burnaby, BC · V5K 4V4 · 604-664-8910 (p) · 604-298-3456 (f) · www.iatse.com

Please read the information below carefully before completing your application. If you have questions, please call the Union office at 604-664-8910.

Permittee Applicants: Obtaining Permittee Status is your first step to becoming an IATSE Local 891 Union member. Currently, if you have worked 60 days as a permittee in one department on a Union production, you are then eligible to apply for membership. Keep in mind that permittees are only called to work when there are no qualified members available to fill a position.

2nd Category Applicants: You must be a member in good standing of IATSE Local 891 to apply for 2nd Category Status. Members are not limited to the number of 2nd Categories they may belong to.

Sister Local Applicants: You must be a member in good standing of an IATSE Local 891 sister local to apply for Sister Local Category Status.

FAQs:

- 1. How much does it cost to apply for Permittee Status at IATSE Local 891?**
Permittee applicants are required to pay a \$75 non-refundable processing fee for each permittee application submitted.
- 2. Do I have to pay a processing fee if I am applying for 2nd Category or Sister Local Status?** No. 2nd Category and Sister Local status applicants do not pay a processing fee for their application.
- 3. I am applying to more than one department, do I have to complete a separate application for each department?** Yes. Each department has different and specific requirements. Remember that each additional application also requires the non-refundable \$75 processing fee.
- 4. How long will it take to hear back from the Union about my application's status?**
Applications can take up to four months to process. Please do not telephone to inquire about the status of your application. Departments meet at various times to review applications; therefore, it is difficult to predict when your application will be processed. However, you will receive written notice once it has been reviewed.

Your application MUST include:

- **All Applicants:** A current resume detailing work experience, exact days worked, and the name of your supervisors.
- **All Applicants:** A completed application form (enclosed in this package).
- **All Applicants:** All documents specified by the department in the application package.
- **Permittees Only:** A self-addressed business sized envelope with return postage unless you opt to be informed by e-mail (see application form).
- **Permittees Only:** A \$75 non-refundable processing fee. Our payment options are limited to the following if you are paying in person: Interac, VISA, cash, or money order. Only money orders will be accepted with mailed applications. **DO NOT mail personal cheques or cash.**



REMEMBER!

Incomplete applications will not be accepted. Clearly indicate how you meet the qualifications requested by the department.

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS

Page 1 - TRADE SHOWS/EVENTS & STAGING DEPT APPLICATION

Please indicate which status you are applying for:

PERMITTEE STATUS

SECOND CATEGORY STATUS

SISTER LOCAL STATUS

Current Departments: _____

Letter of Good Standing

Membership Card (front & back)

Local #

Classifications requested: _____

Please complete the following details - PLEASE PRINT CLEARLY!

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: _____

Social Insurance Number (or provide copy of Visa/Landing Immigrant Status: _____

Would you like to receive a response via e-mail or regular mail (please mark one box).

Please include SAES if you check regular mail.

CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION:

I acknowledge that I have had an opportunity to read the Personal Information Protection Code and Personal Information Protection Chart (available at www.iatse.com and in hard copy upon request). I hereby give my consent to the collection, use and disclosure of my personal information in the manner and for the purpose outlined therein.

AGREEMENT TO ABIDE BY THE IATSE LOCAL 891 HIRING POLICIES & PROCEDURES: I acknowledge that I have had an opportunity to read the IATSE Local 891 Hiring Policies and Procedures (attached). I hereby agree to abide by these Policies and Procedures in the manner specified and will not accept work within the jurisdiction of IATSE Local 891 without first gaining the Union's authorization by a valid permit and/or record of Union dispatch. I understand that Hiring Policies and Procedures are subject to change at the discretion of the Union, but any such changes do not diminish my responsibility to abide by these rules.

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

DATED: _____

SIGNATURE: _____

Page 2 - TRADE SHOWS/EVENTS & STAGING DEPT APPLICATION

TRADE SHOWS/EVENTS & STAGING DEPARTMENT CLASSIFICATIONS

In addition to the requirements listed on the cover page of this package; all applications must also include:

- Proof of experience in the position(s) applied for
- Three letters of reference from employers and/or crew leaders/or heads
- Current resume of experience, training, and qualifications

Note: All applicants should have the Actsafe (formerly SHAPE) Safety Awareness Training and WHMIS. Applicants holding current first aid certificates may increase their opportunities for work.

- Copies of all applicable trade, skill, and safety certifications and/or licenses.

Trade Shows/Events & Staging workers require the following equipment:

- CSA Steel toed Boots
- Hard hat with chin strap
- Hearing Protection
- Work gloves
- Multi-tool (Leatherman)
- Pocket knife
- Crescent wrench with safety strap
- Flashlight
- Sharpie
- Rain gear



Some basics you will need to know:

- Basic knots: bowline, clove hitch, figure eight, sheet bend, and belaying knot
- Basic knowledge of scenic carpentry, i.e., riser, flat, and have a strong back, etc.
- Basic knowledge of carpentry tools and their safe working practices
- Basic knowledge of stage terminology - Reference: *Backstage Handbook*

Additional requirements an asset:

- Post secondary education or diploma in theatre arts, film school, or audio visual, from a government accredited school.

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.

AREA CONVERSION (A/C):

✓Please check the positions you are qualified and applying for:

Arena Conversion (A/C) Positions

- Conversion Supervisor
- Lead Conversion Crew
- Forklift Operator – Glass Team
- Carpenter
- Team Lead – Floor
- Team Lead – Glass
- Team Lead – Staging
- Conversion Crew

A/C Requirements:

- Skill & Familiarity with A/C Work
- Ability to lift 40 pounds
- Forklift Certification (preferred)
- Ice Cleats
- Proof of all applicable related experience

AUDIO VISUAL (A/V):

✓Please check the positions you are qualified and applying for:

Audio Visual (A/V) Positions

- Head A/V Technician
- Audio Operator
- Audio Visual Technician
- SI Operator (Simultaneous Interpretation)
- Cable Pager
- Teleprompter Operator
- Camera Operator
- Video Switcher

A/V Requirements:

- Skill & Familiarity with A/V Work
- Ability to lift 40 pounds
- InfoComm certified
- List of corporate events & companies you have worked.
- Knowledge of Audio, Video, Camera, Lighting & Rigging practices pertaining to corporate events.
- **All applicants MUST have a suit & tie.**

TRADE SHOWS (T/S) [Derrick]:

✓Please check the positions you are qualified and applying for:

T/S = Trade Shows

- General Labourer
- Logistics

T/S Requirements

- Skill & Familiarity with Trade Show work
- Proof of all related experience related to Trade Shows
- Ability to lift 40 pounds
- Forklift Certification (preferred)
- BCDL Class 5
- BCDL Class 3/Air
- BCDL Class 1/Air
- Updated drivers abstract & list of all driving experience

TSES - STAGE:

✓Please check the positions you are qualified and applying for:

Audio Positions

- Head (FOH)
- Assistant (Monitors)
- Technician

Audio Requirements/Tickets

- Skill & Familiarity with Audio Consoles, Power Amps, Speakers, Cable, & Microphones
- Ability to lift 40 pounds
- Diploma/Certificate of Audio Training (course name)**
- List of venues, artists and theatre productions worked on
- Knowledge of three phase power

Backline Positions

- Head
- Technician

Backline Requirements

- Skill & Familiarity with Backline work
- Knowledge of all types of musical equipment
- List of venues, artists & productions worked on
- Ability to take direction & follow orders
- List of all related experience

Carpenter (CRP) Positions

- Head Scenic Carpenter
- Scenic Carpenter
- Carpenter

CRP Requirements/Tickets

- Skill & Familiarity with Scenic Construction
- List of all productions you have worked on
- Basic knowledge of tools & their safe working practices

Forklift Certification (preferred)

Tool requirements:

- Screw-gun Hammer Utility Knife Tape Measure

Electrics (ELX) Positions

- Lighting Designer
- Head Electrician (TQ Required)
- Generator Operator (Certified)
- Board Operator
- Follow Spot Operator
- Truss Spot Operator
- Technician

ELX Requirements/Tickets

- Skill & Familiarity with Lighting Instruments, Fixtures, Cable, Power Distribution & Dimmers
- Ability to lift 40 pounds
- Comfortable with working at heights
- Knowledge of three phase power
- Basic Rigging knowledge
- ETCP Electrical Certificate** **Fall Arrest Certificate**
- FE** **Aerial Boom/Scissor Lift**

Flys Positions

- Head
- Loader
- Person

Flys Requirements/Tickets

- Knowledge of single & double purchase Arbour Systems
- Ability to lift heavy loads & work at heights
- List of venues & productions worked on
- Rigging knowledge & understanding of hemp rope fly systems
- Basic Knots & how to tie off lines
- ETCP Theatre Certification** **Fall Arrest Certification**

TSES – STAGE
Continued:

✓Please check the positions you are qualified and applying for:

Hair & Make-Up Positions

- Head Make-Up
- Hair Stylist
- Assistant Make-Up
- Assistant Stylist
- Swing
- Wig Person

Loader Positions

- Forklift Operator
- Labourer
- Truck Loader

Properties (PRP) Positions

- Head Properties
- Properties Assistant

Pyrotechnics (Pyro) Positions

- Pyro Technician
- Pyro Technician Assistant

Rigging Positions

- Head
- High
- Ground
- Puller

Hair & Make-Up Requirements

Please refer to Hair Department & Make-up Department Applications for qualifications into this Department

Loader Requirements/Tickets

- Forklift Certification (preferred)**
- Ability to take direction & work with others
- List of all productions & companies worked for
- Ability to lift 40 pounds

PRP Requirements

- Skill & familiarity with Properties work
- Knowledge of various props & their safe handling
- List of all shows & events worked on

Pyro Requirements

- Pyro Technician Certificate**
- Pyro Assistant Certificate**
- List of all related experience & shows worked on
- **Applicants must have a valid Pyro Ticket to apply**

Rigging Requirements

- Skill & Familiarity with Arena/Stage Rigging
- Ability to lift 40 pounds
- List of all productions & events worked on
- Basic knots (bowline, clove hitch, daisy chain, etc.)
- ETCP Arena Rigging Certification**
- Aerial Platform Training** **Fall Arrest Certificate**
- IRATA Certification**

Additional Tool requirements:

- 5 point safety harness with Shock absorbing safety lanyard
- Static work line rope (200ft) & (80ft)
- Shivs (various sizes)
- Daisy chain and various slings
- Double action steel carabiners

TSES – STAGE
Continued:

✓Please check the positions you are qualified and applying for:

Steel Climber (ST/C Positions)

- Head Climber
- Climber Scaffold
- Ground Scaffold

ST/C Requirements

- Skill & Familiarity with Steel Climbing
- List of all productions & events worked on
- Basic knots (bowline, clove hitch, half hitch, figure eight)

Fall Arrest Certificate

Additional Tool requirements:

- 5 point safety harness with Shock absorbing safety lanyard
- Hammer & pouch with safety strap

Stagehand Positions

- Lead
- Assistant
- Box Pusher

Stagehand Requirements

- Skill & experience as a stagehand
- List of all productions & events worked on
- Ability to lift 40 pounds
- Ability to take instruction

Video

- Head
- Technician

Video Requirements

- Skill and familiarity with setting-up video walls, Projectors and fast fold screens
- List of all productions & events worked on
- Basic knots (bowline, clove hitch, & daisy chain)

Wardrobe

- Head
- Assistant
- Dresser
- Seamstress

Wardrobe Requirements

Please refer to the Costume Department Application for qualifications into this Department



HIRING POLICIES, PROCEDURES, AND GENERAL INFORMATION

Pertaining to the Dispatch and Hiring of Non-891 Members

IATSE Local 891

UNION OFFICE HOURS:

Telephone: 604-664-8910
Monday to Friday 9 a.m. - 5 p.m.
Saturday - Closed
Sunday - Closed

DISPATCH OFFICE HOURS:

Telephone: 604-664-8916
Monday to Friday 7 a.m. - 10:30 p.m.
Saturday - 8:30 a.m. - 8:30 p.m.
Sunday - 10 a.m. - 10 p.m.

1. Dispatchers usually fill the majority of next-day calls in the evening, and ASAP calls are filled the same day. Unfortunately, dispatchers are not given a lot of notice to fill ASAP calls, so you should always be prepared to work at any time. You may want to obtain a cell phone to ensure that we can reach you anytime during Dispatch hours.
2. Your name, phone numbers, and approved classifications will be added to the Permittee Auxiliary Roster used by the IATSE Local 891 Dispatch office. If you move or change your phone number, you must inform Dispatch in order to receive calls to work.
3. If your address, e-mail address, or phone numbers change and you fail to notify us, your name will be removed from the Permittee Auxiliary Roster after three months. If you fail to provide the Union with a new contact number within 12 months, you will be required to re-apply to the department, which will cost you another \$75.00 processing fee.
4. Occasionally, the Union will need to send you information, so please be sure to keep us informed of your correct mailing address. Please call IATSE Local 891 at 604-664-8910 during regular business hours and advise us of any address or e-mail address changes.
5. Remember: Dispatch will not call you for work unless you have made yourself available. It is essential that you keep Dispatch updated with your availability. Once you have been dispatched to a show, we will list you as working and, therefore, unavailable. When you are finished working, remember to inform Dispatch that you are available again.
6. When calling Dispatch about your availability, remember that dispatchers are busy and will have other calls waiting. Please keep your calls short and to the point. The dispatcher just needs to know your first and last names, your department, your phone number, and whether or not you are available for work. Please limit your conversations with Dispatch to provide this basic information and speak clearly, especially when leaving messages.
7. If you go out of town, or are unavailable for work, please inform Dispatch. Dispatchers are unable to track down people who are not available or who are currently working elsewhere.
8. Please remember that Union work permits and Union dispatches are only valid for continuous days of work. Non-members of IATSE Local 891 may not be called back to work after a break in employment without first securing a new work permit. In order to return to work after a company lay-off, the company must request a permit, or you must be dispatched by IATSE Local 891. Any days worked without Union authorization will not qualify for membership.

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS

9. Any non-891 member found working without a valid work permit or record of being dispatched will be removed from the job and will risk suspension of their permittee status. Days worked as a non-permitted worker will not count towards membership requirement in IATSE Local 891. If you receive a call and/or call-back to work by anyone other than an 891 dispatcher, you must inform the Union by contacting the senior steward's assistant at 604-664-8920 to confirm that a valid work permit has been issued for your employment. If no work permit has been authorized, you may not accept the call, and you will be referred to the senior steward.
10. If for any reason you are unable to show up on time for a call that you have been dispatched to, you must notify both the production office and Dispatch immediately. If no one answers the phone, you must leave a message. There are serious consequences for being a "no-show" without an acceptable explanation.
11. When you arrive for work on a new production, the production company will ask you to complete a start-up package. Complete it promptly and submit a timesheet to your head of department at the end of each week. If you do not receive your cheque within a week after pay day, call the production company. If this does not work, call the stewards' assistant at 604-664-8920.
12. All employees must provide Canadian and Provincial residency information sufficient to ensure that the production company is eligible to receive federal and provincial incentives including tax credits. You will be required to submit this information with your start-up package. Acceptable documents include a copy of your previous year Income Tax Assessment Notice with your personal financial information blacked out. You may call the stewards office if you have questions about this contractual requirement.
13. You have been granted work classifications based on the information you provided on your original application. If you desire additional or different classifications, you must apply in writing to the department. Our departmental coordinator can answer your questions regarding classification upgrades and can be reached at 604-664-8923, Monday to Friday between 7 a.m. and 3 p.m.
14. The basic membership requirements to join IATSE Local 891 are currently 60 days worked as a permittee in a single department. If you have accumulated 60 days under an IATSE Local 891 approved work permit, but do not have permittee status within a department, you must also provide proof of having met the departmental permittee qualifications at the time you make application for membership.
15. When you have met the membership requirement (currently 60 days), we strongly recommend that you contact the membership coordinator before you submit your application. All applicants must submit a complete membership application (available from the Union office) together with an updated resume and proof of days worked under permit. You may contact the membership coordinator at 604-664-8919, Monday to Friday between 7 a.m. and 3 p.m. She is available to answer your questions about becoming a member of IATSE Local 891 and to advise you of any specific membership requirements.
16. Please ensure that you carry valid trade certificates/licenses with you when reporting to work. All employees who are required to have licenses or certificates to perform their duties must be able to provide proof of trade/skill qualification when requested. Please ensure that you have any trade certificates and/or licenses on file at the Union office as well, as they may be required for dispatching for work.
17. Finally, WORK SAFE. Remember that all employees are responsible to provide their own general purpose work gloves, hardhat, and steel toed boots. If you become injured on the job it is imperative that you report the incident to First Aid immediately. Without proper documentation at the time of the injury, any claim to WorkSafeBC (WCB) may become problematic. Visit Actsafe at www.actsafe.ca, as it is an excellent resource for film industry workers. You can also visit the IATSE Local 891 website at www.iatse.com for more information.

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