



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 & Yukon

This document is for your reference only and should not be used to supplement any of the departments' Permittee Applications. You must still fill out the appropriate application to apply to any department. Should a discrepancy occur between this document and a departmental application, the departmental application shall be taken as correct.

Accounting

REQUIRED					RECOMMENDED
Work Experience	Educational Experience	Misc.	Certificates	Skills/ Attitudes	Experience
Must provide proof of: *Minimum 1 year employment in a corporate Accounting environment. (i.e. employment performing duties in the following categories: Accounts payable, payroll).	*Successful completion of a first year Accounting course recognized by the BC Ministry of Education or its counterpart in other provinces, states or countries. i.e. BCIT, Langara College, King Edward Campus, Capilano College – copy of transcript, secondary school accounting courses.	Job related experience or proficiency in any 3 of the following programs: Microsoft Excel, Vista, Show Auditor, Acc Pac, Epol – Ep On Line, Word, Media Services, Axiom, Psl 1/Cast & Crew	*High school diploma (Grade 12 or 13) or equivalent		

Art

REQUIRED					RECOMMENDED
Work Experience	Educational Experience	Misc.	Certificates	Skills/ Attitudes	Experience
Must provide proof of: *2 years experience in film, TV or theatre production	Must provide proof of: *3 years professional design training or work experience		* A valid driver's license	*A strong working knowledge of drafting and ability to read drawings *Strong research abilities *Freehand drawing ability	*Art Department in film, theatre and video production. *Design and design related fields: video/television art direction and staging; theatrical stage design and technical direction; architectural design & technology; graphic design. (Professionals from design & design related fields might not necessarily have the skills required) *Other film departments with proved technical skills beneficial to the needs of an Art Dept.

C o n s t r u c t i o n

	REQUIRED					RECOMMENDED
	Work Experience	Educational Experience	Misc.	Certificates	Skills/ Attitudes	Experience
Scenic Carpenter	<p>Must provide proof of: *At least 6 years experience (or Journey person ticket) *A background in framing (residential and commercial) and finishing carpentry (wainscoting, crown moulding, cornice work).</p>		<p>*Should be proficient at building straight/curved stairs, blueprint reading for layout & material cutting lists, and have familiarity with jig design.</p>	<p>*Should have proof of at least 6 years experience (or Journey person on ticket) *Valid drivers licence</p>		<p>Millwork experience is an asset</p>
Scenic Helper	<p>Must provide proof of: *3 years experience or completed a 2 year apprenticeship program.</p>	<p>Must provide proof of: *3 years experience or completed a 2 year apprenticeship program.</p>	<p>*Should have a background in framing (capable of basic layout, 12", 16" o.c.), finishing carpentry (basic baseboard, chair/picture rail, door trim) and should understand different grades of lumber and nominal sizing and be capable of meeting all the qualifications of the Labourer classification.</p>	<p>*Forklift</p>		
Labourer	<p>Must provide proof of: *Experience in construction and be in good physical shape.</p>			<p>*Forklift</p>	<p>Must be self motivated in clearing and cleaning up debris in Construction shop and on sets.</p>	<p>*OFA Level 1</p>

Construction

	REQUIRED					RECOMMENDED
	Work Experience	Educational Experience	Misc.	Certificates	Skills/ Attitudes	Experience
Buyer			Computer skills and knowledge of accounting is mandatory.			Film industry experience is an asset
Scenic Metal Fabricator				Canadian Welding Bureau (CWB) certificate		

Costumes

	REQUIRED					RECOMMENDED
	Work Experience	Educational Experience	Misc.	Certificates	Skills/ Attitudes	Experience
	<p>Must provide proof of any 2 of the following:</p> <ul style="list-style-type: none"> *Two years full time or equivalent post secondary education in Theatre Arts, Film School, Textile Arts or Fashion Arts from a Government accredited school. *One year employment in the Costume Department with a professional theatre, film or television production company. *One year intensive course specializing in costuming for film and theatre from any government accredited school. *One year employment in sewing, pattern making, tailoring, textile arts or special skills costuming in an industrial or professional setting. *One year costume experience in commercials, documentaries, industrials or educational films. 		<p>Knowledge of:</p> <ul style="list-style-type: none"> alterations & garment construction , fabric content & garment care, period costumes, research techniques & resources, and basic computer skills. 	<ul style="list-style-type: none"> *A valid driver's license (may require business class insurance) *Film Industry Orientation course (which includes WHMIS) 	<ul style="list-style-type: none"> *Applicants must have the ability to take direction and work well on a team 	

Editing

REQUIRED					RECOMMENDED
Work Experience	Educational Experience	Misc.	Certificates	Skills/ Attitudes	Experience
Only persons with experience in Editing film, video and sound will be considered.					

Must submit a resume outlining your editing experience for each of your jobs with:

- Your job title or description
- Production start and end date
- Total number of days worked (a close estimate is acceptable but state that it is approximate)
- Production title and production company name
- Type of production (series, feature, MOW, student project, commercial, etc.)
- Type of editing system you used
- Indicate which Union or Guild if applicable

FA/CS

REQUIRED					RECOMMENDED
Work Experience	Educational Experience	Misc.	Certificates	Skills/ Attitudes	Experience
			*A valid Occupational First Aid Level 3 ticket *A valid Safe Food Handling course Level 1 *A Valid driver's licence with business or delivery class insurance as required.		FIOC Certificate strongly recommended

The recommended equipment for rental purposes are:

<input type="checkbox"/> A Level 3 First Aid kit	<input type="checkbox"/> Vinyl table cloth
<input type="checkbox"/> First Aid room equipment per schedule 5 of the WCB regulations	<input type="checkbox"/> Dishwashing tub
<input type="checkbox"/> 3 water coolers (3 or 5 gallon)	<input type="checkbox"/> Soap and J-cloths
<input type="checkbox"/> 6 pump thermoses	<input type="checkbox"/> 6-8 foot table
<input type="checkbox"/> Coffee maker (drip machine or 35, 50, 100 cup perks)	<input type="checkbox"/> Dolly for moving heavy items
<input type="checkbox"/> Assortment of serving trays	<input type="checkbox"/> 4 coolers
<input type="checkbox"/> Cutting boards	<input type="checkbox"/> 2 water carriers
<input type="checkbox"/> Bowls	<input type="checkbox"/> Kettle
<input type="checkbox"/> Baskets	<input type="checkbox"/> Broom & dustpan
<input type="checkbox"/> Cutlery	<input type="checkbox"/> Toaster or toaster oven

Greens

REQUIRED					RECOMMENDED
Work Experience	Educational Experience	Misc.	Certificates	Skills/ Attitudes	Experience
Must provide proof of: * Chainsaw experience or proof of BCIT or WCB approved course * Employment as a landscaper for a minimum of one month	Must provide proof of: * A good knowledge of common plant and tree species * Grade 12 English or equivalent		* Occupational First Aid Ticket Level 1 or higher * Driver's license * FIOC Must provide proof of any 2 of the following: * Forklift course * Bobcat course * Aerial Boom/Scissor Lift course	Must have: * the ability to operate chainsaws and power tools * the physical ability and agility to complete the required job tasks	* Transportation Endorsement Course *WHMIS

Grips

REQUIRED					RECOMMENDED
Work Experience	Educational Experience	Misc.	Certificates	Skills/ Attitudes	Experience
Must provide proof of: * 120 days experience in a craft, trade or organization related to gripping	* High School Diploma or equivalent	Must Provide: * 3 letters of reference drawn from grip experience * 3 names of I.A.T.S.E. 891 Grip members that will speak on the applicant's behalf.	*FIOC *Aerial/Boom Scissor Lift *WHMIS		

H a i r

REQUIRED						RECOMMENDED
	Work Experience	Educational Experience	Misc.	Certificates	Skills/ Attitudes	Experience
Stylist	Must provide proof of: *a minimum of 2 years (500 hours) experience in Theatre, Film, T.V., Commercials or a related field in the Hair Department. *a minimum of 5 or more licensed years as a practicing Hairdresser in a Salon or a related field. Must be years worked immediately prior to application			* Valid license issued by the Cosmetologists' Association of British Columbia * Driver's license * FIOC (including WHMIS)		
Barber	Must provide proof of: *a minimum 2 years experience in theatre, film, T.V., commercials or a related field as a Barber. (May only work on set as a Barber - unless you hold a valid BC Hairdressers' License and meet all other requirements of the Hair Department.)			* Valid British Columbia's Barber License * Driver's license * FIOC (including WHMIS)		
Wigmaker	Must provide proof of: *a minimum of 2 years of experience in theatre, film, T.V., commercials or a related field as a Wigmaker. (May only work on set as a Wigmaker - unless you hold a valid BC Hairdresser's License and meet all the other requirements of the Hair Department.)			* driver's license * FIOC (including WHMIS)		

Lighting

	REQUIRED					RECOMMENDED
	Work Experience	Educational Experience	Certificates	Skills/Attitudes	Test	Experience
Lamp Operator	<p>Must provide proof of 2 years (or more) related work experience in:</p> <ul style="list-style-type: none"> *Lighting for theatre, dance, music, film, television, video, *Work in an accredited rental house (W.F. Whites/P.S. Northern Lights/Paramount Production Support Services, etc.), *Capilano College Lighting Entry Level Craft Training (ELCT) Course, or a combination of the above 	<p>* Applicants that provide a copy of a certificate of completion from Capilano College Lighting Entry Level Craft Training (ELCT) Course automatically <i>qualify to apply</i> for Permittee status, provided they write and pass the Lighting test.</p>	<p>* FIOC</p>		<p>Must write & pass Lighting Test at time of application</p>	
Set Wireman		<p>*Good working knowledge of all entertainment , industrial and household lighting.</p>	<p>*BC Provincial Electrical Certification (FE or TQ)</p>		<p>Must write & pass Lighting Test at time of application</p>	
Generator Operator	<p>Must provide proof of:</p> <ul style="list-style-type: none"> * 20 days experience as a generator operator on I.A.T.S.E. Local 891 productions. 	<p>*Must be familiar with all entertainment cable and distribution systems.</p>	<p>*BC Provincial Electrical Certification (FE or TQ) *Certificate of completion for a generator course offered by the generator rental houses (W.F. Whites/P.S. Northern Lights/Paramount Production Support Services, etc.)</p>		<p>Must write & pass Lighting Test at time of application</p>	

M a k e - U p

	REQUIRED					RECOMMENDED
	Work Experience	Educational Experience	Cert.	Skills/Attitudes	Test	Experience
Make-Up	<p>Must provide proof of: *not less than six (6) Film, Television or Video projects or fifteen (15) Television Commercials *a kit meeting the minimum requirements / Portfolio (see below for list). Department reviews kit when interviewed.</p>	<p>Must provide proof of: *Grade 12 Diploma *Diploma from a recognized Government accredited Make-Up School <i>minimum curriculum must include:</i> Corrective and Glamour makeup, Human hair beard application/grooming & ventilated pieces, Make-up for film & television, Make Up for B & W Film and Photography, Bald caps, Special Effects, Age with latex, Age with paint.</p>	*FIOC + WHMIS		Must write & pass Make-Up Test at time of application	
FX	<p>Must provide proof of: ALL OF THE MAKE-UP REQUIREMENTS ABOVE *an FX kit meeting the minimum requirements / Portfolio (see below for list). Department reviews kit when interviewed)</p>	<p>Must provide proof of: ALL OF THE MAKE-UP REQUIREMENTS ABOVE</p>	*FIOC + WHMIS		Must write & pass Make-Up and Make-Up FX Tests at time of application	

MINIMUM MAKE-UP KIT REQUIREMENTS:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Hand mirror | <input type="checkbox"/> Cotton balls/pads | <input type="checkbox"/> Sunscreen | <input type="checkbox"/> Electric razor |
| <input type="checkbox"/> Scissors | <input type="checkbox"/> Powder puffs | <input type="checkbox"/> Brush cleaner | <input type="checkbox"/> Beard trimmer |
| <input type="checkbox"/> Palette & spatulas | <input type="checkbox"/> Sea sponge | <input type="checkbox"/> Eye drops | <input type="checkbox"/> Disposable razors |
| <input type="checkbox"/> Tweezers | <input type="checkbox"/> Latex sponges | <input type="checkbox"/> KY jelly | <input type="checkbox"/> Nose hair trimmer |
| <input type="checkbox"/> Sharpeners | <input type="checkbox"/> Skin cleansers | <input type="checkbox"/> Sweat gel | <input type="checkbox"/> Shaving foam |
| <input type="checkbox"/> Water mister | <input type="checkbox"/> Toners | <input type="checkbox"/> Liquid bandage | <input type="checkbox"/> Small scissors |
| <input type="checkbox"/> Tissues | <input type="checkbox"/> Hand cream | <input type="checkbox"/> Alcohol 99% | <input type="checkbox"/> Styptic liquid |
| <input type="checkbox"/> Q-tips | <input type="checkbox"/> Moisturizers | <input type="checkbox"/> Alcohol 70% | <input type="checkbox"/> Black and brown mascara |
| <input type="checkbox"/> Stipple sponge (fine/coarse) | <input type="checkbox"/> Red rubber sponge | <input type="checkbox"/> Eye make-up remover | <input type="checkbox"/> Lash adhesive |
| <input type="checkbox"/> Tear stick & blower | <input type="checkbox"/> Foundations | <input type="checkbox"/> Concealers | <input type="checkbox"/> Strip & individual lashes |
| <input type="checkbox"/> Powders | <input type="checkbox"/> Body Make-up | <input type="checkbox"/> Blush | <input type="checkbox"/> Disposable lash wands |
| <input type="checkbox"/> Eye shadows | <input type="checkbox"/> Eye Liners | <input type="checkbox"/> Lip Colours | <input type="checkbox"/> Nail Kit |
| <input type="checkbox"/> Dirt | <input type="checkbox"/> Blood | <input type="checkbox"/> Adhesives | <input type="checkbox"/> Hair Kit |

MINIMUM FX MAKE-UP KIT REQUIREMENTS: All of the above plus: Scar making material, plastic sealer, collodian, bruise and burn wheel, cream beard stipple, cream death colours, reel colour or skin illustrator palette, sunburn stipple, and molding wax.

P a i n t

REQUIRED					RECOMMENDED
Provide proof of 2 of the following (you may use both the Work & Education Experience lists):					
Work Experience	Educational Experience	Misc.	Certificates	Skills/ Attitudes	Experience
* 2000 hours of Painting and Decorating experience * 2 years experience (500 hours) in painting for TV, Commercials or Theatre * 3 years experience employed as a commercial Signwriter. Hand lettering and layout experience is necessary.	* A completed a Pre-Apprenticeship Painting course * A completed the Motion Picture Set Painting Course * A Diploma for two or four year Studio Arts Program	Must have: * Tools to work with on-site	*FIOC + WHMIS	Must have: * the ability to operate chainsaws and power tools * the physical ability and agility to complete the required job tasks	* driver's license

Production Office

REQUIRED					RECOMMENDED
Work Experience	Educational Experience	Misc.	Certs	Skills/ Attitudes	Experience
Must provide proof of: * 2 years (or more) professional experience in an organizational capacity in an entertainment industry production office, music theatre, television production, film, commercial, documentary or industrial film production or related entertainment fields. For the purposes of calculation, 240 days will be considered 1 year of experience Production office experience MUST BE in the entertainment field(s)	Must provide proof of: * Successful completion of Grade 12 English			* Strong organizational skills, is a team player and works well in production office environments.	

P
r
o
p
s

REQUIRED					RECOMMENDED
Provide proof of 3 of the following (you may use both the Work & Education Experience lists):					Experience
Work Experience	Educational Experience	Misc.	Certs	Skills/ Attitudes	
*2 years of employment experience with a television Set Decoration or Properties Department. *2 years of employment experience with a professional Theatre company in Props or Set Decoration. *2 years of continuous volunteer experience with a community broadcaster with an emphasis on Props. Attach copies of letters from Broadcaster verifying experience. *2 years of employment in the motion picture industry in either the Props or Set Decorating department.	*2 years of education at the post secondary level in a school of theatre design or theatre crafts, recognized by the BC Ministry of Education or it's counterpart in other Provinces, States or Countries *2 years of education at the post secondary level in a school of Broadcast Communications specializing in television or film with an emphasis on design, recognized by the BC Ministry of Education or it's counterpart in other Provinces, States or Countries		* Valid driver's license * Federal Firearms Possession and Acquisition License * Valid FSA Level I certificate		

S
c
r
i
p
t

REQUIRED					RECOMMENDED
Work Experience	Educational Experience	Misc.	Certificates	Skills/ Attitudes	Experience
Must provide proof of: * 150 days of verifiable experience as a Script Supervisor on episodic television series and/or television movies and/or feature films, 100 days of which must consist of Main Unit work.		Must submit a resume in the approved format as shown on the Permittee application			

S e t D e c

REQUIRED					RECOMMENDED
Work Experience	Educational Experience	Certs.	Skills/Attitudes	Test	Experience
<p>Must provide proof of: * minimum of 30 days film experience</p> <p>Must provide proof any 2 of the following: * Employment on ten (10) commercials or more with a minimum of at least 50 days in a capacity related to Set Decoration * Two hundred (200) days volunteer work in an area related to Set Decoration * Two (2) years of work experience in areas compatible with the needs of Set Decoration i.e. florist, draper, carpenter, painter, upholsterer, warehouseman, stills photographer, and computers * Graduation from an Entry Level Craft Training (ELCT) Set Dresser program that is recognized by I.A.T.S.E. Local 891</p>	<p>Must provide proof of: * Grade 12 diploma or equivalent</p>	<p>* Driver's license * FIOC * WHMIS</p>		<p>Must write & pass Set Dec Test at time of application</p>	

S o u n d

REQUIRED					RECOMMENDED
Work Experience	Educational Experience	Misc.	Certificates	Skills/Attitudes	Experience
<p>Must provide proof of: * Professional employment on motion picture productions in the Sound Department or related experience</p>	<p>* Working knowledge of film sound production, its associated equipment and overall maintenance * Post production knowledge, particularly sound editing * Knowledge of film terminology</p>	<p>Must submit a resume in the approved format as shown on the Permittee application</p>	<p>*FIOC + WHMIS *Driver's license</p>		

**S
P
F
X**

REQUIRED					RECOMMENDED
Work Experience	Educational Experience	Misc.	Certificates	Skills/ Attitudes	Experience
<p>Must provide proof of 1 year of experience in any three of the following:</p> <p>Welding, Auto mechanics, Basic wiring (12v/110v/220v/neon), Machinist, Rigging, Steel fabricating and fitting, Rock climbing, Hydraulics, Blasting (snow, surface rock, air mortars, air cannons), FX (air rams, air ratchets, bullet hits, steam, snow, wind, rain, smoke aerial rigs), commercial diving, model and mold making, plumbing, electronics, pneumatics, robotics, animatronics.</p>			<ul style="list-style-type: none"> * Occupational First Aid Ticket Level 1 * Driver's license * WHMIS * Transportation of Dangerous Goods (T.D.G.) 		<ul style="list-style-type: none"> * Welding * Powder ticket * WCB blasting certificate * Firearms Acquisition certificate * Federal Fireworks Supervisor card