



## ART DEPARTMENT APPLICATION QUALIFICATIONS

Thank you for your interest in the Art Department of IATSE Local 856. Please take a few moments to read through the following before filling out an application.

**MY APPLICATION IS FOR:** *Please check only one position*

- |                          |                                     |                          |                                   |
|--------------------------|-------------------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | <i>Production Designer</i>          | <input type="checkbox"/> | <i>Graphic Artist/Illustrator</i> |
| <input type="checkbox"/> | <i>Art Director</i>                 | <input type="checkbox"/> | <i>Set Designer</i>               |
| <input type="checkbox"/> | <i>Assistant Art Director</i>       | <input type="checkbox"/> | <i>Draftsperson</i>               |
| <input type="checkbox"/> | <i>Art Dept. Co-ordinator</i>       | <input type="checkbox"/> | <i>Model Maker</i>                |
| <input type="checkbox"/> | <i>Clearances/Product Placement</i> | <input type="checkbox"/> | <i>Story Board Artist</i>         |
| <input type="checkbox"/> | <i>Art Department Assistant</i>     |                          |                                   |

READ DESCRIPTION AND REQUIREMENTS BEFORE SELECTING

1) Training placements on Productions are handled through Film Training Manitoba (989-9669) in conjunction with IATSE 856.

2) Art Department applicants are expected to have acquired necessary job skills before applying for Permittee status. Those with sufficient skills are selected for the permittee list. When the Local 856 Art Department membership roster is depleted, listed permittees may be called for an Art Department position, according to the needs of the production.

3) To apply for membership in the Local, Permittees must acquire 60 days of production experience on a minimum of two IATSE 856 productions in the category of application.

4) After gaining 60 days experience, Art Department Assistant Permittees may or may not have the requisite skills of a practicing member of the Local 856 Art Department. They may not be qualified for membership, nor is it expected that the Local or any of its functioning Art Department members prepare them for membership. Permittees are responsible for taking the initiative to learn, both on and off the job.

5) Any of the following experience is an asset:

A) Practising professionals of non-Local 856 Art Departments.

B) Practising professionals of related design fields, such as:

- i) Video/television art direction and staging
- ii) Theatrical stage design and technical direction
- iii) Architectural design and technology
- iv) Graphic design
- v) 3D/2D animation

C) Practising professionals of related Motion Picture departments such as, Construction, Paint, Set Decoration, Props, Costuming or Special Effects with proven technical skills beneficial to the needs of an Art Department.

D) Fine Arts Graduates with applicable skills and portfolio



## ART DEPARTMENT MINIMUM QUALIFICATIONS

### PERMITTEES:

1. A valid Driver's License  
AND;
2. Recommended demonstrated skill in at least three of the following:

<input type="checkbox"/> Architectural, interior, theatrical design	<input type="checkbox"/> Photography
<input type="checkbox"/> Drafting	<input type="checkbox"/> Research
<input type="checkbox"/> Graphic Arts	<input type="checkbox"/> Project Management & Co-ordination
<input type="checkbox"/> Computer & Multimedia skills	<input type="checkbox"/> Script Breakdown
<input type="checkbox"/> Rendering (2D & 3D)	<input type="checkbox"/> Project budgeting, scheduling, and cost reporting
<input type="checkbox"/> Sketching	<input type="checkbox"/> Human resource management
<input type="checkbox"/> Model Making	
<input type="checkbox"/> Construction & Building Technology	
3. Proof of successful completion of Set Etiquette course
4. Proof of successful current film WHMIS

### MEMBERSHIP:

1. Set Etiquette course
2. 60 days working on a minimum of 2 IATSE 856 films in the Art Department
3. Letters of recommendation from 2 IATSE 856 Art Department Keys
4. Proof of current film WHMIS Instruction/Training
5. Drivers License
6. Basic First Aid

### DEPARTMENT TRANSFER:

1. Set Etiquette course
2. 60 days working on a minimum of 2 IATSE 856 films in the Art Department
3. Letters of recommendation from 2 different IATSE 856 Art Department Keys
4. 60 days of work experience specific to the department category (ie. Model Maker, Set Designer etc.) to which you are applying. Fewer than 60 days of experience will constitute an application for Permittee Status.
5. Proof of current film WHMIS Instruction/Training
6. Driver' License

### REQUIREMENTS FOR UPGRADING WITHIN THE ART DEPARTMENT:

1. 60 days working on a minimum of 2 IATSE 856 productions, in the position for which you are applying for.
2. Letters of recommendation from two of your immediate supervisors, such as an Art Director or Production Designer.



## ART DEPARTMENT JOB DESCRIPTIONS

### **PRODUCTION DESIGNER**

The Production Designer works with the Producers, Director, and Director of Photography, Costume Designer, Key Hairstylist and Makeup Artist to establish the overall visual style of the motion picture.

*Main Duties:*

- *develops the budget and schedules for the Art Department*
- *selects locations and conducts location treatments*
- *prepares set design drawings for the construction and paint departments*
- *provides design guidance to Sets, Props and Graphics crew members*
- *realizes Special Effects and Visual/Digital Effects*

### **ART DIRECTOR**

The Art Director coordinates the preparation and execution of the visual elements of the motion picture as delegated by the Production Designer. The Art Director is the head of the Art Department with the assistance of the Art Department Coordinator, and is a liaison with all the other departments of the motion picture; especially Construction, Paint, Set Decoration and Props.

*Main Duties:*

- *functions as the Production Designer's representative in all production areas*
- *assumes full responsibility for carrying out the design concepts in the absence of the Production Designer*
- *supervises the design and making of drawings, sketches and models required to amplify and clarify the Production Designer's concepts*
- *prepares script breakdowns, schedules and budgets*
- *administers the Art Department budget in conjunction with the Producers, Production Manager and Head Accountant*

### **ASSISTANT ART DIRECTOR**

The Assistant Art Director performs duties as delegated by the Art Director.

*Main Duties:*

- *assumes the duties of the Art Director in his/her absence*
- *assists in supervising the construction, painting and decorating of sets*

### **SET DESIGNER**

Working under the supervision of the Art Director and Production Designer, the Set Designer performs all the duties of the draftsman and may be asked to supervise the construction.

### **DRAFTSPERSON**

The Draftsperson prepares working drawings for set building and location modification.

*Main duties:*

- *surveys, measures and photographs locations*
- *drafts location plans*
- *assembles visual research materials*
- *builds scale models*

### **GRAPHIC ARTIST/ILLUSTRATOR**

Under the direction of the Art Director, the Graphic Artist/Illustrator performs duties that amplify and clarify concepts for the Construction, Paint, Sets, Props, Graphics, and Costume departments.

*Main Duties:*

- *produces drawings, sketches, 2D and 3D renderings and illustrations*
- *performs pre-visualization functions for locations through digital matte painting or 3D animation and modeling*
- *takes digital photographs to create artwork and to pre-visualize and digitize set changes for the Art Department*

### **STORY BOARD ARTIST**

Working under the Director or Director's delegates, the Story Board Artist illustrates scenes to help the Director communicate his/her intentions to the production crew. The Story Board Artist may also be called upon to diagram how stunts and effects may be accomplished.

### **MODEL MAKER**

Working under the supervision of the Art Director, the Model Maker prepares identical small-scale three-dimensional models of sets, objects, or locations.

**ART DEPARTMENT COORDINATOR**

The Art Department coordinator assists the Art Director in the efficient operation of the department.

**Main Duties:**

- *communicates with other departments*
- *conducts research*
- *sources materials and services*
- *tracks budgets*
- *creates schedules*
- *coordinates interdepartmental affairs*
- *takes responsibility for clearances and product placement sometimes*

**ART DEPARTMENT ASSISTANT**

Assists the Art Department by performing duties as assigned by the Art Director or delegates of the Art Director.

**CLEARANCES/PRODUCT PLACEMENT PERSON**

The Clearance/Product Placement Person is responsible for ensuring that no copyrighted material appears on camera without the copyright holder's legal permission.

**Main Duties:**

- *ascertains the level of clearance requirements and desire for product placement from the production company's legal advisor or producers*
- *works closely with Sets, Props, Graphics and Locations to ensure compliance*
- *contacts copyright holders for legal permission*
- *contacts companies for product placement*
- *seeks final approval from the Producer or legal advisor*

## RECOMMENDED KIT REQUIREMENTS AND TOOLS

<b>Production Designer</b> Vehicle Computer w/monitor Inkjet Printer Digital camera card reader Software – Legal Software Licenses Basic Art kit (ruler, pencils, cutting mat, knife, etc.) Digital Camera – Recommended Cell Phone	<b>Art Director</b> Vehicle Computer w/monitor Inkjet Printer Digital camera card reader Software – Legal Software Licenses Basic Art kit (ruler, pencils, cutting mat, knife, etc.) Digital Camera – Recommended Cell Phone
<b>Assistant Art Director</b> Vehicle Computer w/monitor Inkjet Printer Digital camera card reader Software – Legal Software Licenses Basic Art kit (ruler, pencils, cutting mat, knife, etc.) Digital Camera – Recommended Cell Phone	<b>Graphics/Illustrator</b> Vehicle Computer w/monitor Inkjet Printer (wide format preferred) Scanner Digital camera card reader Software – Legal Software Licenses Basic Art kit (ruler, pencils, cutting mat, knife, etc.) Digital Camera – Recommended Cell Phone – Recommended
<b>Draftsperson/Set Designer</b> Vehicle Computer or drafting supplies Inkjet Printer (wide format preferred) if using a computer Software – Legal Software Licenses (if using computer) Basic Art kit (ruler, pencils, cutting mat, knife, measuring tools) Digital Camera – Recommended Cell Phone – Recommended	<b>Art Department Assistant</b> Vehicle Computer Printer - Recommended Basic Art kit (ruler, pencils, cutting mat, knife, etc.) Digital Camera – Recommended Cell Phone – Recommended
<b>Art Department Co-ordinator</b> Computer w/monitor Printer Software – Legal Software Licenses Cell Phone - Recommended	<b>Clearances</b> Computer w/monitor Printer Software – Legal Software Licenses Cell Phone – Recommended
<b>Story Board Artist</b> Computer with software or paper and pencil Basic Art kit (ruler, pencils, cutting mat knife, etc) Drawing table Cell Phone – Recommended	<b>Model Builder</b> Computer w/monitor Software – Legal Software Licenses Basic Art kit (ruler, pencils, cutting mat, knife, etc.) Model related tools Cell Phone – Recommended



## ART DEPARTMENT SKILL ASSESSMENT FORM

### Related Specialized Skills

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| ◆ | Illustration  | A | B | C | D |
| ◆ | Story Boarding  | A | B | C | D |
| ◆ | Model Building  | A | B | C | D |
| ◆ | Perspective Sketch Technique  | A | B | C | D |
| ◆ | Mechanical Perspective Drawing  | A | B | C | D |
| ◆ | Familiar with Motion Picture Camera Lenses and their effect on design | A | B | C | D |
| ◆ | Computer Skills   | A | B | C | D |

Please list computer programs you are able to operate or special computer skills:

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### Project Management

- |   |                            |   |   |   |   |
|---|----------------------------|---|---|---|---|
| ◆ | Script Breakdown           | A | B | C | D |
| ◆ | Budgeting                  | A | B | C | D |
| ◆ | Scheduling                 | A | B | C | D |
| ◆ | Research                   | A | B | C | D |
| ◆ | Cost Reporting             | A | B | C | D |
| ◆ | Clearances                 | A | B | C | D |
| ◆ | Human Resources Management | A | B | C | D |

Name (please print): \_\_\_\_\_

I certify that the information I have disclosed is true. I understand that ANY misrepresentations will jeopardize my potential Permittee or Membership status.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

