



# SET DECORATING DEPARTMENT APPLICATION QUALIFICATIONS

*Thank you for your interest in the Set Decorating Department of IATSE Local 856. The Set Decorating Department can be very creative and exciting but involves a lot of hard work! Please take a few moments to read the following and assess your qualifications before filling out an application.*

## KEY POINTS TO CONSIDER WHEN COMPLETING AN APPLICATION FORM

- ☼ We will not consider applications that are not filled out correctly and completely, or are missing information. Please use this guide to complete your application and resume.
- ☼ All applicants must include a current resume detailing education, work history, specific skills, and related interests.
- ☼ Film and theatre work should include the production title, department head, job title, and days worked.
- ☼ Be sure to attach the required checklists to your application.

## A BRIEF SUMMARY OF HOW THE PERMITTEE STATUS PROGRAM WORKS

- ☼ Potential Set Decorating Permittees are expected to have acquired necessary job skills before applying for permittee status. A panel made up of members from various departments reviews all applications and selects those with sufficient skills to be listed on the Permittee list. When the Local 856 Set Decorating membership roster is depleted, listed permittees may be hired by Set Decorating departments (through the Local 856 Business Agent) to fill positions.

## SOME QUALIFICATIONS WE LOOK FOR WHEN RECRUITING NEW PERMITTEES

- ☼ Education in fine art, carpentry, design, interior design, art conservation, anthropology, materials, technical production, painting, film making, drapery upholstery, floral design, etc.
- ☼ Work, trade, or volunteer related experience in theatre, display, video, costume, paint, carpentry, independent film, student films, interior design, commercials, and photo shoot styling.
- ☼ Good physical condition, ready, willing, and able to work in a wide variety of circumstances and weather conditions and work well within a group. As a permittee you will start at the "Set Dec Crew" level where you will be expected to do labour intensive jobs. This could include unloading trucks, moving set dressing onto the sets (everything from fake toxic waste to fine antiques) and marking every piece of set dressing according to ownership.
- ☼ You must be available anytime night and day for periods up to fourteen hours (or more).
- ☼ You must be able to take direction and work well within groups.
- ☼ Good verbal and written communication skills are necessary for all positions.
- ☼ Computer skills are an asset.
- ☼ You must be familiar with the responsibilities and positions within the Set Decorating department (These are listed in your Permittee Application Information package).



## MINIMUM QUALIFICATIONS FOR THE SET DECORATING DEPARTMENT

### PERMITTEES

1. Set Etiquette course or relevant experience (example: Winnipeg Film Group films, Theatre experience, ID Grad).
2. Proof of Current WHMIS Instruction/Training
3. A valid Driver's License – must be able to drive a 1 ton truck
4. Suggested skill in at least 3 of the following:
  - Shopping
  - Rigging
  - Upholstery
  - Period Furniture
  - Sewing
  - Design
  - Furniture Packing and Moving

### MEMBERSHIP

1. Set Etiquette course.
2. Proof of Current WHMIS Instruction/Training
3. Basic First Aid
4. 60 days working on a minimum of 2 IATSE 856 Films in the Set Decorating department.
5. Letters of reference from 2 different Set Decorating or Art Department Keys.

### DEPARTMENT TRANSFER

1. Set Etiquette course.
2. Proof of Current WHMIS Instruction/Training
3. 60 days working on a minimum of 2 IATSE Films in the Set Decorating Department.
4. Letters of reference from 2 different Set Decorating department Keys.

### REQUIREMENTS FOR UPGRADING WITHIN THE SET DECORATING DEPARTMENT

1. 60 days working on a minimum of 2 IATSE Films in the position you are applying for.
2. Letters of recommendation from 2 different immediate supervisors you have worked under (example: Lead Dresser, Set Decorator, Art Director or Production Designer)
3. Proof of current WHMIS Instruction/training and Set Etiquette Course.

The Motion Picture Technicians  
IATSE Local 856



**Minimum Kit Requirements for Set Dressers**

All Set Department crew (including Dailies) are expected to show up to work with the following:

- |   |                    |
|---|--------------------|
| Work gloves   | Sharpie            |
| Appropriate clothing such as rain/warm outerwear & footwear | Camera             |
| Mat knife   | Paint scraper      |
| Multidriver   | Needle-nose pliers |
| Hammer  | Cordless Drill     |
| Notepad and pen or pencil                                   |                    |

**Note: You will NOT receive a kit rental reimbursement for these items.**

**Please check off which items you have in your kit.**

NOTE: You may be asked to possess all or some of the following items:

- |                                      |   |   |
|--------------------------------------|---|---|
| <input type="checkbox"/> Hammer      | <input type="checkbox"/> Staple gun         | <input type="checkbox"/> Shop vac           |
| <input type="checkbox"/> Pliers      | <input type="checkbox"/> Power bar          | <input type="checkbox"/> Mop/pail           |
| <input type="checkbox"/> Multidriver | <input type="checkbox"/> Extension cords    | <input type="checkbox"/> Furniture blankets |
| <input type="checkbox"/> Power drill | <input type="checkbox"/> Digital camera     | <input type="checkbox"/> Carpet dolly       |
| <input type="checkbox"/> Hand sander | <input type="checkbox"/> Steamer            | <input type="checkbox"/> Truck dolly        |
| <input type="checkbox"/> Level       | <input type="checkbox"/> Iron/ironing board | <input type="checkbox"/> Bungees/rope       |
| <input type="checkbox"/> Glue gun    | <input type="checkbox"/> Graphics tools     |   |

**“ You MUST have CSA Approved Safety Shoes”**

**WE STRONGLY RECOMMEND THAT YOU INCLUDE A PHOTO OF YOURSELF FOR IDENTIFICATION PURPOSES.**

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

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

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