



ART DEPARTMENT

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"/> Production Designer | <input type="checkbox"/> Art Dept. Co-Ordinator |
| <input type="checkbox"/> Graphic Artist/Illustrator (portfolio required) | <input type="checkbox"/> Model Maker |
| <input type="checkbox"/> Art Director | <input type="checkbox"/> Clearances/Product Placement |
| <input type="checkbox"/> Set Designer | <input type="checkbox"/> Story Board Artist |
| <input type="checkbox"/> Assistant Art Director | <input type="checkbox"/> Leatherworker |
| <input type="checkbox"/> Draftsperson (portfolio required) | <input type="checkbox"/> Art Department Assistant |

Art Department applicants are expected to have acquired necessary job skills before applying for Permittee status.

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

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

Do you have a Valid Driver's License: _____

PERMITTEE REQUIREMENTS:

- Proof of a Set Orientation course (Film Training Manitoba at 989-9669)
- Intro to Paper course (Film Training Manitoba)
- Proof of Current WHMIS Instruction/Training (Film Training Manitoba at 989-9669)
- Portfolio- Required for draftsperson, Graphics, Illustrator

MEMBERSHIP REQUIREMENTS:

- 60 days working on a minimum of 2 IATSE 856 films in the Art Department
- Letters of recommendation from 2 IATSE 856 Art Department Keys
- Proof of current film WHMIS Instruction/Training
- Drivers License
- Basic First Aid

DEPARTMENT CROSSOVER:

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

REQUIREMENTS FOR UPGRADING WITHIN THE ART DEPARTMENT:

- 60 days working on a minimum of 2 IATSE 856 productions, in the position for which you are applying for.
- Letters of recommendation from two of your immediate supervisors, such as an Art Director or Production Designer.
- Collective Agreement & Health and Welfare Seminar (for Key Positions)

RECOMMENDED KIT REQUIREMENTS AND TOOLS

<p>Production Designer 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</p>	<p>Art Director 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</p>
<p>Assistant Art Director 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</p>	<p>Graphics/Illustrator 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</p>
<p>Draftsperson/Set Designer 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</p>	<p>Art Department Assistant Vehicle Computer Printer - Recommended Basic Art kit (ruler, pencils, cutting mat, knife, etc.) Digital Camera – Recommended Cell Phone – Recommended</p>

Art Department Co-ordinator Computer w/monitor Printer Software – Legal Software Licenses Cell Phone - Recommended	Clearances Computer w/monitor Printer Software – Legal Software Licenses Cell Phone – Recommended
Story Board Artist Computer with software or paper and pencil Basic Art kit (ruler, pencils, cutting mat knife, etc.) Drawing table Cell Phone – Recommended	Model Builder Computer w/monitor Software – Legal Software Licenses Basic Art kit (ruler, pencils, cutting mat, knife, etc.) Model related tools Cell Phone – Recommended

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 – Portfolio required for permittee

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 – Portfolio required for permittee

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*