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# ART DEPARTMENT QUALIFICATIONS

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

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| <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"/> Art Department Assistant     |
| <input type="checkbox"/> Draftsperson (portfolio required)               |   |

## PERMITTEE REQUIREMENTS

- Valid WHMIS certificate
- IATSE 856 Intro Course: Ready, Set, Go
- Portfolio- required for Draftsperson, Graphics, Illustrator
- \$50 processing fee

## INTRO TO DEPT:

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:

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## REQUIRED TOOLS:

<p><b>Production Designer</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vehicle</li> <li><input type="checkbox"/> Computer w/monitor</li> <li><input type="checkbox"/> Inkjet Printer</li> <li><input type="checkbox"/> Digital camera card reader</li> <li><input type="checkbox"/> Software – Legal Software Licenses</li> <li><input type="checkbox"/> Basic Art kit (ruler, pencils, cutting mat, knife, etc.)</li> <li><input type="checkbox"/> Digital Camera – Recommended</li> <li><input type="checkbox"/> Cell Phone</li> </ul>	<p><b>Art Director</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vehicle</li> <li><input type="checkbox"/> Computer w/monitor</li> <li><input type="checkbox"/> Inkjet Printer</li> <li><input type="checkbox"/> Digital camera card reader</li> <li><input type="checkbox"/> Software – Legal Software Licenses</li> <li><input type="checkbox"/> Basic Art kit (ruler, pencils, cutting mat, knife, etc.)</li> <li><input type="checkbox"/> Digital Camera – Recommended</li> <li><input type="checkbox"/> Cell Phone</li> </ul>
<p><b>Assistant Art Director</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vehicle</li> <li><input type="checkbox"/> Computer w/monitor</li> <li><input type="checkbox"/> Inkjet Printer</li> <li><input type="checkbox"/> Digital camera card reader</li> <li><input type="checkbox"/> Software – Legal Software Licenses</li> <li><input type="checkbox"/> Basic Art kit (ruler, pencils, cutting mat, knife, etc.)</li> <li><input type="checkbox"/> Digital Camera – Recommended</li> <li><input type="checkbox"/> Cell Phone</li> </ul>	<p><b>Graphics/Illustrator</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vehicle</li> <li><input type="checkbox"/> Computer w/monitor</li> <li><input type="checkbox"/> Inkjet Printer (wide format preferred)</li> <li><input type="checkbox"/> Scanner</li> <li><input type="checkbox"/> Digital camera card reader</li> <li><input type="checkbox"/> Software – Legal Software Licenses</li> <li><input type="checkbox"/> Basic Art kit (ruler, pencils, cutting mat, knife, etc.)</li> <li><input type="checkbox"/> Digital Camera – Recommended</li> <li><input type="checkbox"/> Cell Phone – Recommended</li> </ul>
<p><b>Draftsperson/Set Designer</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vehicle</li> <li><input type="checkbox"/> Computer or drafting supplies</li> <li><input type="checkbox"/> Inkjet Printer (wide format preferred) if using a computer</li> <li><input type="checkbox"/> Software – Legal Software Licenses (if using computer)</li> <li><input type="checkbox"/> Basic Art kit (ruler, pencils, cutting mat, knife, measuring tools)</li> <li><input type="checkbox"/> Digital Camera – Recommended</li> <li><input type="checkbox"/> Cell Phone – Recommended</li> </ul>	<p><b>Art Department Assistant</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vehicle</li> <li><input type="checkbox"/> Computer</li> <li><input type="checkbox"/> Printer - Recommended</li> <li><input type="checkbox"/> Basic Art kit (ruler, pencils, cutting mat, knife, etc.)</li> <li><input type="checkbox"/> Digital Camera – Recommended</li> <li><input type="checkbox"/> Cell Phone – Recommended</li> </ul>
<p><b>Art Department Co-ordinator</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Computer w/monitor</li> <li><input type="checkbox"/> Printer</li> <li><input type="checkbox"/> Software – Legal Software Licenses</li> <li><input type="checkbox"/> Cell Phone - Recommended</li> </ul>	<p><b>Clearances</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Computer w/monitor</li> <li><input type="checkbox"/> Printer</li> <li><input type="checkbox"/> Software – Legal Software Licenses</li> <li><input type="checkbox"/> Cell Phone – Recommended</li> </ul>
<p><b>Story Board Artist</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Computer with software or paper and pencil</li> <li><input type="checkbox"/> Basic Art kit (ruler, pencils, cutting mat knife, etc.)</li> <li><input type="checkbox"/> Drawing table</li> <li><input type="checkbox"/> Cell Phone – Recommended</li> </ul>	<p><b>Model Builder</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Computer w/monitor</li> <li><input type="checkbox"/> Software – Legal Software Licenses</li> <li><input type="checkbox"/> Basic Art kit (ruler, pencils, cutting mat, knife, etc.)</li> <li><input type="checkbox"/> Model related tools</li> <li><input type="checkbox"/> Cell Phone – Recommended</li> </ul>

## MEMBERSHIP REQUIREMENTS

- 60 days' work experience in the Art Department on 2 IATSE 856 Productions.
- Basic First Aid (8 hr. course)
- Collective Agreement Course
- Letters of reference from 2 IATSE 856 Art Director and/ or Production Designer.
- Driver's License

## POSITION REQUIREMENTS

### Production Designer

- 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 immediate supervisor.
- Collective Agreement Course

### Art Director

- 60 days working on a minimum of 2 IATSE 856 productions, in the position for which you are applying for.
- Letters of recommendation from 2 IATSE 856 Production Designers.
- Collective Agreement Course

### Set Designer

- 60 days working on a minimum of 2 IATSE 856 productions, in the position for which you are applying for.
- Letters of recommendation from 2 of Art Director or Production Designer.

### Assistant Art Director

- 60 days working on a minimum of 2 IATSE 856 productions, in the position for which you are applying for.
- Letters of recommendation from 2 IATSE 856 Art Directors or Production Designers.

### Graphics/ Illustrator

- 60 days working on a minimum of 2 IATSE 856 productions, in the position for which you are applying for.
- Letters of recommendation from 2 IATSE 856 Art Directors or Production Designers.

### Art Department Coordinator

- 60 days working on a minimum of 2 IATSE 856 productions, in the position for which you are applying for.
- Letters of recommendation from 2 IATSE 856 Art Directors or Production Designers.

### Assistant Graphic Designer

- 60 days working on a minimum of 2 IATSE 856 productions, in the position for which you are applying for.
- Letters of recommendation from 2 IATSE 856 Art Directors or Production Designers.

### Model Maker

- 60 days working on a minimum of 2 IATSE 856 productions, in the position for which you are applying for.
- Letters of recommendation from 2 IATSE 856 Art Directors or Production Designers.

### Story Board Artist

- 60 days working on a minimum of 2 IATSE 856 productions, in the position for which you are applying for.
- Letters of recommendation from 2 IATSE 856 Art Directors or Production Designers.

### Clearances

- 60 days working on a minimum of 2 IATSE 856 productions, in the position for which you are applying for.
- Letters of recommendation from 2 IATSE 856 Art Directors or Production Designers.

### Draftsperson

- 60 days working on a minimum of 2 IATSE 856 productions, in the position for which you are applying for.
- Letters of recommendation from 2 IATSE 856 Art Directors or Production Designers.

### Art Department Assistant

- 60 days working on a minimum of 2 IATSE 856 productions, in the position for which you are applying for.
- Letters of recommendation from 2 IATSE 856 Art Directors or Production Designers.

## 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 Draftsman 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*

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: \_\_\_\_\_