



ART PERMITTEE QUALIFICATIONS

PERMITTEE REQUIREMENTS – ART DEPARTMENT CREW, DRAFTSPERSON, SET DESIGNER, GRAPHIC DESIGNER, ASSISTANT GRAPHIC DESIGNER, ILLUSTRATOR, STORYBOARD ARTIST

- ☐ Valid WHMIS certificate*
- ☐ IATSE 856 Intro Course: Ready, Set, Go*
- ☐ Portfolio- required for Draftsperson, Set Designer, Graphic Designer, Illustrator, Storyboard Artist, Assistant Graphic Designer
- ☐ \$50 processing fee

**There is a 6-month grace period to complete WHMIS and RSG after applying.*

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:

REQUIRED TOOLS:

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

ART DEPARTMENT JOB DESCRIPTIONS

PRODUCTION DESIGNER

The Production Designer works with the Producers, Director, Director of Photography, Costume Designer, Key Hairstylist and Key Makeup Artist to establish the overall visual style of the production. Main duties include developing the budget and schedules for the Art Department, selecting locations and defines the scope of scenic needs, designing sets, choosing materials, finishes and colour palettes, and providing design guidance to Construction, Paint, Set Decoration, Props, Graphics, SPFX and Greens. Other duties may include preparing construction drawings and producing concept illustrations for the Art Department.

ART DIRECTOR

The Art Director coordinates the preparation, scheduling and execution of the visual elements of the production as delegated by the Production Designer. The Art Director is the head of the Art Department and is a liaison with all the other departments of the production; especially Construction, Paint, Set Decoration, Props and Locations. Main duties include functioning as the Production Designer's representative in all production areas, assuming full responsibility for carrying out the design concepts in the absence of the Production Designer, supervising every aspect of the design, from sketches and models required to amplify and clarify the Production Designer's concepts, to construction drawings, to preparing script breakdowns, schedules and budgets. By working with the other keys of departments (Construction, Paint, Set Dec, Greens) the Art Director is responsible to administer 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 and assumes the duties of the Art Director in their absence. They assist in supervising the construction, painting and decorating of sets. Other duties may include research, material sourcing, location surveying (including the measurement of existing locations).

SET DESIGNER

The Set Designer performs all the duties of the draftsperson and also includes 3D modeling, renderings, pre-visualization illustrations, 3D animations and sketches for the Art Department. The Set Designer also coordinates the set designs with other departments of the production; especially Construction, Paint, Set Decoration and Graphics. Other duties may include preparing digital files for other set fabrication elements (CNC, laser cutting, 3D printing). The Set Designer may also be asked to supervise the construction.

DRAFTSPERSON

The Draftsperson prepares working drawings for set building and location modification. Main duties are, surveys, measures and photographs locations, drafts location plans, assembles visual research materials, builds scale models.

GRAPHIC DESIGNER

The Graphic Designer produces custom artwork for on-camera graphic content and coordinates the printing and production of the artwork. They work with Set Decoration, Props, Costume, and Picture Vehicles to coordinate and produce all necessary graphics. Other duties may include producing working logos for the production, coordinating clearances, surveying and assisting in the measurement of signage.

ASSISTANT GRAPHIC DESIGNER

The Assistant Graphic Designer performs duties as delegated by the Graphic Designer. Main duties include producing custom artwork for on-camera graphic content. Other duties may include surveying and assisting in the measurement of signage, sizing and providing artworks for frames.

CONCEPT ILLUSTRATOR

The Concept Illustrator performs duties that visually amplify and clarify concepts for the production. Main duties include producing drawings, sketches, 2D and 3D renderings and illustrations, pre-visualization functions for locations and 3D animation and modeling, pre-visualize and digitize set changes for the Art Department. Other duties may include creating specific art for Set Decoration, Props or Paint, such as artwork and backdrops.

STORY BOARD ARTIST

Working under the Director or Director's delegates, the Storyboard Artist illustrates shots and scenes to help the Director clarify their vision and communicate that vision to the production crew. The Storyboard Artist may also be called upon to diagram how staging, stunts, and practical or digital visual effects may be accomplished.

ART DEPARTMENT COORDINATOR

The Art Department Coordinator assists the Art Director in the efficient operation of the art department. Main duties include communicating with other departments, conducting research, sourcing materials and services, tracking budgets, creating schedules, coordinating interdepartmental affairs and tracking departmental paperwork. Other duties may include taking responsibility for clearances and product placement.

ART DEPARTMENT ASSISTANT

The Art Department Assistant assists the members of the Art Department by performing various duties which may include performing errands, sourcing and organizing materials, assembling research materials, setting up art department, maintaining a

clean work environment, maintaining schedules. Other duties may include sizing and providing artworks for frames and may prepare minimal small graphics files through the supervision of the Graphic Designer.

ART DEPARTMENT CREW

The Art Department Crew is an entry level position into the Art Department and acts as a general assistant to the Art Department while being provided with training/mentorship by members of the Art Department. Art Department Crew assists the members of the Art Department by performing various duties which may include performing errands, sourcing and organizing materials, assembling research materials, setting up art department and maintaining a clean work environment.

CLEARANCES/PRODUCT PLACEMENT PERSON

Clearances ensures that no copyrighted material appears on camera without the copyright holder's legal permission. Main duties include ascertaining the level of clearance requirements and desire for product placement from the production company's legal advisor or producers, working closely with Sets, Props, Graphics and Locations to ensure compliance, contacting copyright holders for legal permission, contacting companies for product placement and seeking final approval from the producers or legal advisors.

I _____ certify that the information I have disclosed is true.

Signature: _____