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# BACKGROUND CASTING DEPARTMENT QUALIFICATIONS

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## PERMITTEE REQUIREMENTS

- Valid WHMIS certificate
- IATSE 856 Intro Course: Ready, Set, Go
- Working as an Extra: Intro to Background Performing (Film Training Manitoba)
- Related Film experience (related administrative experience may be considered)
- \$50 processing fee

## INTRO TO DEPT:

Please indicate on your application any related skills, training and experience you possess.

Related employment may include: administrative work, professional writing, use of databases and spreadsheets, professional communication (both written and verbal). We recommend you include a photo for recognition purposes

Core Competencies requested for work in BG Casting:

- Excellent computer skills (Excel/Microsoft Suite, Google Sheets/Google Suite, Dropbox, databases, email)
- Excellent communication skills, both written and verbal
- Good interpersonal skills
- Excellent attention to detail

Ideal qualities:

- Able to work long hours in an office environment
- Able to work non-traditional hours (e.g. start/end times that are frequently tied to production days start/wrap times); within the IATSE agreement work standards.
- Suitable home office environment (positions are generally remote/off-set) with a reliable computer, cell phone and internet

*Suggested* reading for all applicants is:

ACTRA Collective Agreement – [www.actra.ca](http://www.actra.ca)

Employment Standards Act Brochure – [www.gov.mb.ca/labour/standards](http://www.gov.mb.ca/labour/standards)

Review of the ACTRA IPA agreement as it pertains to performers, BG performers and minors

## MEMBERSHIP REQUIREMENTS – BG CASTING CREW OR ASSISTANT ONLY

- Basic First Aid Course
- Collective Agreement Course
- Proof of 60 days experience on 2 or more productions in the classification applying for under Local 856 agreements.
- 3 References required: 1 letter of reference from Extra Casting member **or** an IATSE 856 Member ( in any department) **and** 2 letters of character and skills reference from outside of film industry

## POSITION REQUIREMENTS

### BG Casting Crew

- Working as an Extra: Intro to Background Performing Course (Film Training Manitoba)
- Proof of 60 days experience on 2 or more productions in this classification, under Local 856 agreements
- Collective Agreement Course
- 3 references required: 1 letter of reference from a member of the BG Casting Department (as direct supervisor), **PLUS** 2 letters of character and skill reference from film or related industry. References must attest to the Core Competencies listed on page 1.

### BG Casting Assistant

- Working as an Extra: Intro to Background Performing (Film Training Manitoba)
- Proof of attendance at the Supervisory Training Course
- Collective Agreement Course
- Proof of 60 days experience on 2 or more productions in this classification, under Local 856 agreements
- 3 references required: 1 letter of reference from a member of the BG Casting Department as direct supervisor), **and** 2 letters of character and skill reference from film or related industry. References must attest to the Core Competencies listed on page 1.

### BG Casting Director

- Proof of attendance at the Supervisory Training Course
- Collective Agreement Course
- 90 days experience as a member working in the BG Casting Assistant position or 90 days experience as a member working in the BG Casting Director position;
- Proof of **60 hours (minimum) mentorship** in this position from members in good standing as BG Casting Directors in this department (\*see note);
- A letter of reference from a BG Casting Director in this department that attests to the Core Competencies, experience and knowledge required to work as a BG Casting Director;
- A letter of reference from an Assistant Director or Production Manager who is an active member of Manitoba's film community and has worked directly with the applicant on at least one production.

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: \_\_\_\_\_