



BACKGROUND CASTING DEPARTMENT QUALIFICATION FORM

Thank you for your interest in the BG Casting Department of IATSE Local 856. Please take a few moments to read the following and assess your qualifications before filling out an application.

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).

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

Employment Standards Act Brochure – www.gov.mb.ca/labour/standards

Permittee Status Requirements:

- Related film experience (related administrative experience may be considered)
- Set Orientation course
- Intro to paper Course
- WHMIS
- Basic First Aid Course (not required, but recommended)
- Working as an Extra: Intro to Background Performing (Film Training Manitoba)
- We recommend you include a photo for recognition purposes

Department Requirements:

Specific Requirements/Minimum Qualifications for Membership - the applicant must possess all of the following, specific to each classification:

Membership –

- 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

BG CASTING CREW

- Working as an Extra: Intro to Background Performing (Film Training Manitoba)
- 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), **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 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

- Direct application to this department as BGCD is not supported. Direct applications as BGCD would be considered for membership at the Assistant classification, then upgrade requirements would apply (see below, “UPGRADE WITHIN THE DEPARTMENT”).
- Upgrade to Key/BG Casting Director position (**all 4 requirements below** must be met):
 - 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.

CROSS-OVER / INTER-DEPARTMENT LISTING:

- Basic First Aid Course (not required but recommended)
- Working as an Extra: Intro to Background Performing (Film Training Manitoba)
- For CREW or ASSISTANT: Proof of 60 days experience on 2 or more productions in classification applying for, under Local 856 agreements
- For BG DIRECTOR: Cross-Over / Inter-department listing not allowed; Cross-over at Assistant level (maximum) then Upgrade procedure would apply
- 3 references required: 1 letter of reference from a member of the BG Casting Department, **and** 2 letters of character and skill reference, with at least 1 of these coming from within the local film industry. References must attest to the Core Competencies listed on page 1.

UPGRADE WITHIN THE DEPARTMENT:

- Basic First Aid Course (not required but recommended)
- Strongly recommended: Careful review of the ACTRA IPA agreement as it pertains to performers, BG performers and minors
- Working as an Extra: Intro to Background Performing (Film Training Manitoba)
- Proof of 60 days experience on 2 or more productions in classification applying for, under Local 856 agreements
- Proof of attendance at the Supervisory Training Course
- 3 references required: 1 letter of reference from a member of the BG Casting Department, **and** 2 letters of character and skill reference, with at least 1 of these coming from within the local film industry. References must attest to the Core Competencies listed on page 1.

- Upgrades to Key/BG Casting Director position: See Background Casting Director Requirements

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: _____

Date: _____