



# SET DECORATING DEPARTMENT QUALIFICATIONS

## PERMITTEE REQUIREMENTS

- Valid WHMIS certificate
- IATSE 856 Intro Course: Ready, Set, Go
- Valid Class 5 Driver's License
- \$50 processing fee

## INTRO TO DEPT:

As a permittee you will start at the "Set Dec Crew" level where you will be expected to do labour intensive jobs. This could include unloading trucks, moving set dressing onto the sets (everything from fake toxic waste to fine antiques) and marking every piece of set dressing according to ownership.

### Preferred experience with:

- Education in fine art, carpentry, design, interior design, art conservation, anthropology, materials, technical production, painting, film making, drapery upholstery, floral design, etc.
- Work, trade, or volunteer related experience in theatre, display, video, costume, paint, carpentry, independent film, student films, interior design, commercials, and photo shoot styling.
- Ability to take direction and work well within groups.
- Good verbal and written communication skills are necessary for all positions.

## SUGGESTED SKILLS:

*In at least 3 of the following:*

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Shopping</li> <li><input type="checkbox"/> Rigging</li> <li><input type="checkbox"/> Upholstery</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Period Furniture</li> <li><input type="checkbox"/> Sewing</li> <li><input type="checkbox"/> Design</li> <li><input type="checkbox"/> Furniture Packing &amp;. Moving</li> </ul> |
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## REQUIRED TOOLS:

All Set Department crew (including Dailies) are expected to show up to work with the following:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Work Gloves</li> <li><input type="checkbox"/> Mat Knife</li> <li><input type="checkbox"/> Multidriver</li> <li><input type="checkbox"/> Hammer</li> <li><input type="checkbox"/> Notepad &amp; Pen</li> <li><input type="checkbox"/> CSA Approved safety shoes</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Sharpie</li> <li><input type="checkbox"/> Digital Camera</li> <li><input type="checkbox"/> Paint Scraper</li> <li><input type="checkbox"/> Needle-nose Pliers</li> <li><input type="checkbox"/> Cordless Drill</li> <li><input type="checkbox"/> Appropriate Outerwear for weather</li> </ul> |
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Please check off which items you have in your kit. You may be asked to possess all or some of the following items:

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Pliers</li> <li><input type="checkbox"/> Hand Sander</li> <li><input type="checkbox"/> Level</li> <li><input type="checkbox"/> Glue gun</li> <li><input type="checkbox"/> Staple gun</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Power Bar</li> <li><input type="checkbox"/> Extension Cords</li> <li><input type="checkbox"/> Steamer</li> <li><input type="checkbox"/> Iron/Ironing Board</li> <li><input type="checkbox"/> Graphics Tools</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Shop Vac</li> <li><input type="checkbox"/> Mop/Pail</li> <li><input type="checkbox"/> Furniture Blankets</li> <li><input type="checkbox"/> Carpet Dolly</li> <li><input type="checkbox"/> Truck Dolly</li> <li><input type="checkbox"/> Bungees/Rope</li> </ul> |
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## MEMBERSHIP REQUIREMENTS

- 60 days' work on a minimum of 2 IATSE 856 Films in the Set Decorating department.
- Basic First Aid
- Collective Agreement Course
- Letters of recommendation from 2 different Lead Dresser, Set Decorator, Art Director or Production Designer
- All new members come in being listed as Set Dec Crew- regardless of position days were accumulated in.

## POSITION REQUIREMENTS

### Set Decorator

- 60 Days working on a minimum of 2 IATSE Films in the position you are applying for.
- Letters of recommendation from 2 different immediate supervisors you have worked under
- Collective Agreement Course (required for upgrade to Key position)

### Assistant Set Decorator

- 60 Days working on a minimum of 2 IATSE Films in the position you are applying for.
- Letters of recommendation from 2 different immediate supervisors you have worked under

### Lead Dresser

- 60 Days working on a minimum of 2 IATSE Films in the position you are applying for.
- Letters of recommendation from 2 different immediate supervisors you have worked under

### Set Buyer

- 60 Days working on a minimum of 2 IATSE Films in the position you are applying for.
- Letters of recommendation from 2 different immediate supervisors you have worked under

### On-Set Dresser

- 60 Days working on a minimum of 2 IATSE Films in the position you are applying for.
- Letters of recommendation from 2 different immediate supervisors you have worked under

### Gang Boss

- 60 Days working on a minimum of 2 IATSE Films in the position you are applying for.
- Letters of recommendation from 2 different immediate supervisors you have worked under

### Draper/Upholster

- 60 Days working on a minimum of 2 IATSE Films in the position you are applying for.
- Letters of recommendation from 2 different immediate supervisors you have worked under

### Set Dec Coordinator

- 60 Days working on a minimum of 2 IATSE Films in the position you are applying for.
- Letters of recommendation from 2 different immediate supervisors you have worked under

### Set Dresser

- 60 Days working on a minimum of 2 IATSE Films in the position you are applying for.
- Letters of recommendation from 2 different immediate supervisors you have worked under

### Assistant On-Set Dresser

- 60 Days working on a minimum of 2 IATSE Films in the position you are applying for.
- Letters of recommendation from 2 different immediate supervisors you have worked under

## QUESTIONNAIRE:

Please check off and complete all questions, applicants must be able to support these claims.

### Have you sewn professionally for the following?

Film and Television Yes \_\_\_\_\_ No \_\_\_\_\_  
 Theatre Yes \_\_\_\_\_ No \_\_\_\_\_  
 Other (specify) \_\_\_\_\_

### Have you shopped professionally for the following?

Film and Television Yes \_\_\_\_\_ No \_\_\_\_\_  
 Theatre Yes \_\_\_\_\_ No \_\_\_\_\_  
 Interior Designer Yes \_\_\_\_\_ No \_\_\_\_\_  
 Costume Yes \_\_\_\_\_ No \_\_\_\_\_  
 Other (specify) \_\_\_\_\_

### Are you familiar with the following (in Winnipeg)?

Contemporary Furniture Stores Yes \_\_\_\_\_ No \_\_\_\_\_  
 Fabric stores Yes \_\_\_\_\_ No \_\_\_\_\_  
 2<sup>nd</sup> Hand/Antique stores Yes \_\_\_\_\_ No \_\_\_\_\_  
 Craft suppliers Yes \_\_\_\_\_ No \_\_\_\_\_  
 Drapery Shops Yes \_\_\_\_\_ No \_\_\_\_\_  
 Wholesalers in any of these areas Yes \_\_\_\_\_ No \_\_\_\_\_  
 Upholsters Yes \_\_\_\_\_ No \_\_\_\_\_  
 Outside Winnipeg Yes \_\_\_\_\_ No \_\_\_\_\_

### Have you ever worked in any of the following?

Upholsterer Yes \_\_\_\_\_ No \_\_\_\_\_  
 Drapery Shop Yes \_\_\_\_\_ No \_\_\_\_\_  
 Fabric store Yes \_\_\_\_\_ No \_\_\_\_\_  
 Craft store Yes \_\_\_\_\_ No \_\_\_\_\_  
 Photo shoots Yes \_\_\_\_\_ No \_\_\_\_\_  
 Antique Store Yes \_\_\_\_\_ No \_\_\_\_\_  
 Moving Company Yes \_\_\_\_\_ No \_\_\_\_\_  
 Other related (specify) \_\_\_\_\_

### Please circle the letter which best indicates your level of experience in the following areas:

**A** Practicing Professional      **B** High level of competence  
**C** Relatively skilled      **D** Lack demonstrated skill in this area

SEWING			
Contemporary:	A B C D	Period:	A B C D
<b>Related Skills:</b>			
Upholstery	A B C D	Period Furniture	A B C D
Flower Arranging	A B C D	Steamer:	A B C D
Graphics:	A B C D	Power Tools:	A B C D
Bunting	A B C D	Dyeing:	A B C D
Leather:	A B C D	Script Breakdown:	A B C D
Textile Printing:	A B C D	Breakdown:	A B C D
Sketching:	A B C D	Photography:	A B C D
Drapery:	A B C D	On-set experience:	A B C D
Fur:	A B C D		

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: \_\_\_\_\_