



# SET DECORATING DEPARTMENT QUALIFICATIONS

## PERMITTEE REQUIREMENTS

- Valid WHMIS certificate
- IATSE 856 Intro Course: Ready, Set, Go
- Valid Class 5 Driver's License – must be able to drive a 1 ton
- \$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:*

- |  |  |
|--|--|
| <input type="checkbox"/> Professional Shopping | <input type="checkbox"/> Knowledge of period furniture |
| <input type="checkbox"/> Rigging               | <input type="checkbox"/> Sewing                        |
| <input type="checkbox"/> Upholstery            | <input type="checkbox"/> Design                        |
|  | <input type="checkbox"/> Furniture Packing &. Moving   |

## REQUIRED TOOLS:

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

- |   |  |
|---|--|
| <input type="checkbox"/> Mat Knife                  | <input type="checkbox"/> Pliers                            |
| <input type="checkbox"/> Multidriver (PicQuic)      | <input type="checkbox"/> Cordless Drill with extra battery |
| <input type="checkbox"/> Hammer                     | <input type="checkbox"/> Small assortment of drill bits    |
| <input type="checkbox"/> Notepad & Pen              | <input type="checkbox"/> Scissors & Fabric Scissors        |
| <input type="checkbox"/> Sharpie                    | <input type="checkbox"/> Side Cutters                      |
| <input type="checkbox"/> Camera (phone with camera) | <input type="checkbox"/> Tape Measure 16 foot              |
| <input type="checkbox"/> Razor Scraper              | <input type="checkbox"/> 6" Level                          |
| <input type="checkbox"/> Allen Key Set              | <input type="checkbox"/> 2 Crescent Wrenches               |
| <input type="checkbox"/> Vice Grip                  | <input type="checkbox"/> T50 Stapler or similar            |
| <input type="checkbox"/> Ruler                      | <input type="checkbox"/> Small pry bar (Richards)          |
| <input type="checkbox"/> Tool Bag                   | <input type="checkbox"/> Hip Pouch                         |

Note: You will NOT receive a kit rental reimbursement for these items. If asked by the Lead/Key to supply additional tools/ equipment a kit fee should be agreed upon

All Crew are required to have the following equipment:

- CSA Footwear
- Hard Hat
- Rain Gear

## MEMBERSHIP/ TRANSFER REQUIREMENTS

- All new members come in being listed as Set Dec Crew- regardless of position days were accumulated in.
- 120 days' work on a minimum 2 IATSE 856 Productions in the Set Decorating Department
- Basic First Aid
- Current Collective Agreement Course
- Letters of recommendation from 2 different Lead Dresser, Set Decorator, Art Director or Production Designer
- Valid Driver's License – Willing to drive a 1 ton truck
- Lift & Fall Arrest Courses

## POSITION REQUIREMENTS

### Set Decorator

- 120 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
- Current Collective Agreement Course (required for upgrade to Key position)

### Assistant Set Decorator

- 120 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
- Current Collective Agreement Course (required for upgrade to Key position)

### Lead Dresser

- 120 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

- 120 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

- 120 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

- 120 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

- 120 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

- 120 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

- 120 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**

- 120 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 _____
Draperies Shops	Yes _____	No _____
Wholesalers in any of these areas	Yes _____	No _____
Upholsters	Yes _____	No _____
Outside Winnipeg	Yes _____	No _____
Pickers	Yes _____	No _____

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

Upholsterer	Yes _____	No _____
Draperies Shop	Yes _____	No _____
Fabric store	Yes _____	No _____
Craft store	Yes _____	No _____
Photo shoots	Yes _____	No _____
Antique Store	Yes _____	No _____
Moving Company	Yes _____	No _____
Shipping/ Receiving		
Construction (Specify): _____		
Artist (Specify): _____		
Other related (specify) _____		

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

**A** Practicing Professional  
**C** Relatively skilled

**B** High level of competence  
**D** Lack demonstrated skill in this area

<b>SEWING</b>	A	B	C	D		A	B	C	D
Contemporary:	A	B	C	D	Period:	A	B	C	D
<b>Related Skills:</b>									
Upholstery	A	B	C	D	Knowledge of 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 (furniture, fabric):	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	Internet Sourcing	A	B	C	D
Picture Hanging	A	B	C	D	Internet Shopping	A	B	C	D
					Installing Drapery Hardware	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: \_\_\_\_\_