

Permit Work Application

For Part Time Casual Employment



IATSE Local 210
of

The International Alliance of Theatrical Stage Employees,
Moving Picture Technicians, Artists and Allied Crafts
of the United States, its Territories and Canada

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About IATSE Local 210

IATSE Local 210 was chartered in 1911 to serve the entertainment needs of Edmonton, AB, providing stage crew for travelling circus and vaudeville performances by such artists as Charlie Chaplin, The Marx Brothers, Sarah Bernhardt and Will Rogers. Today, we supply crews to some of North America's finest performance and sports facilities as well as film, television and event producers.

Reaching outside of the Edmonton region, we regularly provide personnel to other communities, from Red Deer to Fort MacMurray and beyond. In 2008, we began a partnership with the Encana Events Centre in Dawson Creek, B.C. to provide crews for their concert programming.

Our stage employers range from national presenters that bring you the world's finest entertainers to local community organizations. Our crews also use their skills for film and television productions being shot in the Edmonton region.

Currently we have Collective Agreements with Edmonton Northlands (operators of Rexall Place and the EXPO Centre), The Citadel Theatre, The Francis Winspear Centre for Music, The Edmonton Opera, The Friends of the Jubilee Auditorium, The Northern Alberta Jubilee Auditorium, Edmonton Fringe Theatre Adventures and The Stanley Milner Library. We work closely with local production equipment and event suppliers to provide temporary crew services as necessary.

As a Local of the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, its Territories, and Canada, we are able to provide national Health and Welfare benefits, Training and RRSP programs for our members. All personnel working under an IATSE Local 210 banner are additionally covered by WCB.

Becoming a Casual Permit Worker

Working as a Casual Permit Worker is the first step along the path to becoming a member in Local 210. Permit workers are dispatched for work when the roster of members has been exhausted.

When Local 210 supplies an employer with personnel, it must be able to stand behind every worker, confident that they are competent and skilled in their assigned positions. Before completing your application for Casual Permit Worker status, consider the following criteria that will be used to determine suitability:

- Work experience
- Demonstrated talent in a specific craft or skill area
- Awareness of the entertainment industry workplace / environment
- Honesty, good character, professional attitude

Applying for Casual Permit Worker Status

If, after considering the factors and requirements noted in this document, you wish to proceed with your application, fill out the attached information forms; include copies of relevant trade / skill certificates / licenses, and a current resume. A letter expressing your desire to register along with any other information you feel is relevant is also welcome.

The Membership Committee will review your application and supporting documents and advise you of their acceptance or provide details of their decision to postpone approval of the application. The Committee meets quarterly throughout the year. Please do not call the Local 210 office until you have heard from the Committee.

If your application is approved, you will be placed on the Casual Permit Worker roster and called as opportunities for work in your skill set become available.

Placement on the Casual Permit Workers roster **does not guarantee employment**. We endeavour to provide opportunities to all roster personnel in an effort to distribute the experience among the Casual Permit Workers and provide challenges to those that have chosen a career path in the industry. Your place on the Casual Permit Worker roster may be revoked at any time for conduct or other circumstances listed but not limited to, the following:

- a) Breach of any rules established by an employer
- b) Breach of any established rule or By-law of Local 210
- c) Insubordination or failure to obey instructions
- d) Unsatisfactory performance
- e) Intoxication while working
- f) Criminal dishonesty while working
- g) Disrespectful treatment, harassment or abuse of another person
- h) Disclosure of confidential information of an employer
- i) Wilful non-compliance of the Alberta Occupational Health and Safety Act, Regulation and codes
- j) Wilful violation of the Alberta Human Rights, Citizenship and Multiculturalism Act.

Personnel dispatched by Local 210 are encouraged to conduct themselves in a professional manner at all times.

Incomplete Application

Should you submit an incomplete application, you will be notified of the areas requiring additional information or completion. **Your application cannot be processed without being complete.**

Information Updates

It is to your benefit to keep the Local 210 office updated on any changes to your contact information, experience or new certifications / licenses. If we do not have accurate contact information, we cannot dispatch you for work.

Payroll Information

We provide pay for work through a payroll company (ADP) on a weekly basis, however, that does not mean that we are able to pay every show within a week's period of time. The Canada Customs and Revenue Agency has ruled that we can only pay wages for shows that have paid the Local. This can result in an average of two to three weeks from the date of the event worked before pay is issued. In some cases it may be **up to forty five** days. We use Direct Deposit for payment of wages. Your pay stubs and annual T-4 slip will be mailed to you.

Being Dispatched for Work

You will be contacted by the Dispatch Department of Local 210 for work calls that you qualify for. Qualifications are deemed to be experience, skill set, certification or license in a particular craft.

Upon accepting the "call" please ensure you have all the relevant information, such as:

- Location of the venue where you are to report to and which door to enter by
- Date of the call
- Time of the start of the call, it is recommended to arrive a minimum of fifteen (15) minutes prior to the start of the call
- Time of the Load OUT of the call, account for increased traffic flow in your arrival time for all Load Out calls
- Name of the Steward or Head of Department to report to
- If there is a specific Department assignment for you
- Type of event; concert, theatrical, display
- Any Personal Protective Equipment (PPE) requirements above the basic kit
- If any specific personal Identification is required as some venues require Photo ID

Write down the information immediately so it is not forgotten. Do not accept the call if you will be unable to complete it. Most calls have a Load IN and a Load OUT; you must be available for both.

Work Call Expectations

Once you accept a work call, it is expected that you will arrive on time, ready to work and complete the call. It is recommended that you arrive fifteen **(15) minutes** prior to the start of work to be checked in and assigned your department if applicable.

All calls are a **MINIMUM** of four (4) hours in length. Do not presume to be finished earlier or that you will only work for the minimum hours, you may be required longer.

If you fail to arrive on time, a letter will be placed in your file and you may be subject to a fine of **\$25.00** (twenty-five) subject to verifiable conditions beyond your control.

If you fail to show up for a work call, a letter will be placed in your file, and you may be subject to a **\$100.00** (one-hundred) fine subject to verifiable conditions beyond your control.

All fines are equal for Local 210 members and Casual Permit Workers dispatched by the Local.

As a Casual Permit Worker, any failure to show up or late arrivals **will affect your placement on the roster.**

If you must cancel a call that you have accepted, you are required to notify the Dispatch Department as soon as possible so that there is time to find a replacement worker. Only unforeseen issues, such as medical / illness, or other emergency reasons are acceptable explanations for cancelling. If you have no verifiable or reasonable cause for cancelling a call, you may be subject to having a note placed in your file for cancelling without due cause or notice.

The Steward or Head of Department will inform you of when you are finished the current shift and when / if you are expected to be back for the next shift. Please confirm with them before leaving the work site.

Minimum Tool Required – Stage Work

- Hammer, multi driver or equivalent selection of screw drivers, utility knife, flashlight, adjustable wrench
- Blacks - Show Call , if you are placed on a Show Call, you are required to wear Black clothing during the shift, shirt (no logos) pants, socks, shoes

Personal Protective Equipment (PPE)

- Required For all Work Calls
 - Hard Hat, CSA Approved, Type 1 or 2, Class G (electrical rating) or Class C (no electrical rating)
 - Steel Toed Boots, CSA Green Tag, recommended above ankle height
 - Long pants
- Harness and Lanyard for all Lighting calls and at height work
- Work Gloves are advisable
- Eye Protection when using power tools, dusty environments, debris
- Hearing Protection when in Loud environments
- High Visibility Vest, (Hi Vis) when working outdoor events or around moving equipment

Recording Hours Worked

You will be provided a booklet upon becoming a Casual Permit Worker to record your time worked on each event. The Steward or Head of Department on the event/show will initial the recorded hours. You may also have the Business Agent initial the recorded hours at the Local 210 office if the Steward or Head of Department was unavailable.

Keep your pay stubs as back up for hours worked. The calculation of hours will be used to verify your qualifications should you wish to apply or be invited to apply for membership in Local 210.

Things to be Aware Of

- Transportation:
 - where to park and where not to park
 - If you use public transit – schedules, availability
 - Research location before going to the call if you are not sure where it is
 - Traffic patterns post show, getting to the venue for Load Out will be affected by the exit of patrons
 - You may have to pay for parking at some venues, be prepared to either pay or find an alternate location
- Weather:
 - are you working indoors or outside?
 - Will you need bug spray, rain gear, warm clothing or even a change of clothing
- Food:
 - Will you need to pack a lunch / liquids?
 - Some events will supply meals on longer shifts, be prepared

Stage Categories – General Calls

- Stage Hand general duties
- Carpenter Stage set installations
- Lighting Crew hang, cable, focus. Fall Arrest and Harness/lanyard required
- Sound Crew general knowledge of audio equipment
- Audio Visual Crew general knowledge of screens, cabling, projectors, lecterns
- Flyman / Flyloader Operation knowledge of counterweight fly systems
- Properties furniture, hand props, flooring, consumables
- Wardrobe Dresser, Stitcher, laundry
- High Rigger Approved by Caucus
- Ground Rigger Approved by Caucus
- SPFX Certified, Pyro, atmospheric,
- Paint Scenic, basic
- Make Up spfx, prosthetic,
- Hair / Wigs Licensed stylist,

Film Categories – short list

Art Department	Grips	Props	Special Effects
Construction	Greens	Script Supervisor	
Costume	Hair	Security	
Editor	Lighting / Electrics	Set Decorating	
First Aid / Craft Service	Make-Up	Sound	
Gizmo	Paint	Visual Effects / CGI	

Work on a Film Set requires the completion of the Set Etiquette Course.

Local 210 Contact Information

General Office	Hours of Operation:	Monday thru Friday 0830 to 1630
10428 – 123 Street	Phone :	780.423.1863
Edmonton, AB	Fax:	780.426.0307
T5N 1Y7	e-mail:	iatse210@iatse210.com

Dispatch Department

Phone: 780.423.1863, ext 226 during regular office hours
Cell Phone: 780.499.0546 **Not** to be used for general inquiries, work / emergency related calls only
e-mail: dispatch@iatse210.com

Application Check List

- Contact Information Sheet
- Experience / Skills Sheet
- Certification's check list
- Provincial TD-1 tax form, signed and dated
- Federal TD-1 tax form, signed and dated
- Direct Deposit banking information sheet
- Alberta Culture Back of House and Operating Policies signed and dated page
- Consent to receive e-mail from Local 210 form
- Copy of your current resume

- \$25.00 (twenty-five) Application Fee