

## APPLICATION INFORMATION

Thank you for your interest in ACFC West, Local 2020 Unifor.

**Please read this information before sending your required application material and administration fee.** Anyone planning to work in the film industry should have the ability to relate to others, be a team player, and be very flexible. An overall understanding of how departments relate to each other and a basic knowledge of the industry will also determine acceptance into the union.

### REQUIREMENTS

- ✓ Completion of a recognized **Motion Picture Industry Orientation** course is required. Include photocopy of certificate. Offered at Capilano University at 604-984-4901 or <http://www.capilanou.ca/> as well as other post-secondary institutions.
- ✓ **WHMIS** Certificate (Workplace Hazardous Materials Information System). Include photocopy of certificate. Contact Actsafe at 604-733-4682 or <http://www.actsafe.ca/> as well as other recognized providers.
- ✓ **30 verifiable paid days worked on professional made for television productions or feature films**, (may vary in some departments) **IN THE POSITION YOU ARE APPLYING FOR.**
- ✓ Completed application in the department you are applying for.
- ✓ Signed **original** Bargaining Authorization - form attached.
- ✓ Current resume **detailing the number of days worked on film/television productions.** Please see attached sample resume.
- ✓ Non-refundable application fee of \$85 payable by cash, cheque, money order or Mastercard, Visa or debit card. Application fee for a second department is \$25. You may apply for a MAXIMUM of two departments.
- ✓ Some departments/positions have additional requirements.

For more information, please visit our website at [www.acfcwest.com](http://www.acfcwest.com). You can also e-mail [applications@acfcwest.com](mailto:applications@acfcwest.com) or call **604-299-ACFC (2232)**, extension #570. Applications can be mailed or dropped off to the address below.

The \$85 fee is **NOT** a guarantee that you will be accepted as a member. Your application will be reviewed once all criteria are met. Should your application not be approved, you will be able to request re-application in the same department at a later date without charge.

Applications are submitted to the Council at any Council meeting (usually once per month). You will be informed in writing or by phone after your application has been reviewed.

**RETAIN THIS COPY FOR YOUR RECORDS**

## ART APPLICATION

- PRODUCTION DESIGNER     ART DIRECTOR     1ST ASSISTANT ART DIRECTOR  
 GRAPHICS     DRAFTSPERSON     ART DEPARTMENT CO-ORDINATOR  
 ART DEPARTMENT ASSISTANT

\*Please mark one

Applicants must include a **PORTFOLIO** displaying a useful range of skills (drafting, drawing, rendering, model making, etc.). This portfolio will be kept in the office for reference by producers.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

I consent using the information in this application for the purpose of representing me as set out in the Unifor Privacy Policy.

I do this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ hereby make application for  
 DAY MONTH (Please Spell) YEAR

Membership in ACFC West, Local 2020 Unifor. I do further agree that I will accept and fully observe the Constitution and By-Laws of ACFC West now in force or hereafter adopted.

A one-time \$85 **Non-Refundable Administration Fee**, payable by cash, cheque, money order, or Mastercard, Visa or debit, must be submitted with your department application (including additional criteria), original Bargaining Authorization, proof of WHMIS, Motion Picture Industry Orientation Course, and resume.

CASH     CHEQUE #: \_\_\_\_\_  
 MASTERCARD/VISA/DEBIT CARD                      RECEIPT #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

## **ART DEPARTMENT CRITERIA**

1. Minimum 30 days work experience on film set. Theatre and stage work may count towards this, but at least 10 days must reflect experience on 35mm film productions.
2. Resume should reflect the types of skills required with art school, theatre and similar backgrounds.
3. A portfolio displaying a useful range of skills such as drafting, drawing, rendering, modelmaking and so on. This portfolio will be kept in the office for reference by producers.
4. Job categories include:
  - Production Designer
  - Art Director
  - Assistant Art Director
  - Draftsperson
  - Graphics Illustration
  - Storyboard
  - Art Department Coordinator
  - Art Department Assistant
5. Good interpersonal skills and a willingness to work for the good of the production as a whole are very necessary and will be considered in qualifying membership.
6. Recommendations from fellow film unit workers will be considered in upgrading membership.

## ART DEPARTMENT EVALUATION

The following is a list of skills and abilities. This, in addition to your resume and portfolios, will help to assess members and give potential employers an overall picture of each individual. Please indicate your aptitude as follows:

|  | FAIR                         | GOOD                        | VERY GOOD                |
|--|------------------------------|-----------------------------|--------------------------|
| DRAFTING a) Orthographic – Plans, Elevations,<br>Working Details | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| b) Isometric and Axonometric                                     | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| c) Projection Perspective  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| SET CONSTRUCTION   | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| ARCHITECTURE   | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| COMPUTER ASSISTED DRAFTING                                       | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| RENDERING & ILLUSTRATION -<br>Comprehensive Rough Design         | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| STORYBOARDING  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| ANIMATION  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| FREEHAND DRAWING & PAINTING                                      | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| AIRBRUSH   | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| SCENIC PAINTING  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| MODEL MAKING   | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| SCULPTURE  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| PROP MAKING  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| GRAPHICS   | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| REPROGRAPHICS  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| SILKSCREEN   | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| PHOTOGRAPHY  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| RESEARCH   | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| PERIOD STYLES  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| INTERIOR DESIGN  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| LOCATION SCOUTING & SURVEYING                                    | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| SCRIPT ANALYSIS / BREAKDOWN                                      | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| ADMINISTRATION a) Scheduling                                     | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| b) Budgeting   | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| c) Personnel Management  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| d) Supervising: I. Less than 3                                   | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| II. More than 3  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| III. More than 10  | <input type="checkbox"/>     | <input type="checkbox"/>    | <input type="checkbox"/> |
| DRIVERS LICENCE  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |                          |

# BARGAINING AUTHORIZATION

Name: \_\_\_\_\_

PLEASE PRINT CLEARLY

“In applying for a membership I understand that the union intends to apply to be certified as my exclusive bargaining agent and to represent me in collective bargaining.”

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
DAY MONTH (Please Spell) YEAR

Signature: \_\_\_\_\_

SAMPLE RESUME

SUSIE DRIVEWELL

DRIVER – TRANSPORTATION DEPARTMENT

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License: Class 6 and 1 w/Air Endorsement; 2001 Hair License #: 98765;  
W.H.M.I.S; Set Etiquette; Transportation of Dangerous Goods Certificate;  
Occupational First Aid Level I

SPECIAL ATTRIBUTES

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High Rigging & Cable 1000 to 2000 ft; 3 years at Emily Carr Craft Service School;  
Microsoft Office

FEATURES

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|                                |                               |  |
|--------------------------------|-------------------------------|--|
| <b>Little Lies</b><br>Feb/14   | Big Lie Production<br>10 Days | PM: John Doe<br>Coordinator                      |
| <b>Superman</b><br>Dec/13      | Superduper Shows<br>2 Days    | PM: Jane Dodo<br>Coordinator                     |
| <b>Mr. T. Rules</b><br>June/13 | Mr. T. TV<br>30 Days          | Coordinator: Mrs. T.<br>Special Equipment Driver |
| <b>Mrs. T. Rules</b><br>Oct/12 | Mrs. T. TV<br>1 Day           | PM: Grandad Doe<br>Coordinator                   |

MOWS

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|                                |                                  |  |
|--------------------------------|----------------------------------|--|
| <b>Sun City</b><br>Jan/14      | Sunshine Studios<br>30 Days      | Coordinator: Mr. Sunshine<br>Driver                |
| <b>Cat &amp; Dog</b><br>Oct/13 | Bob Barker Productions<br>4 Days | Coordinator: Miss Meow<br>Special Equipment Driver |
| <b>Madison</b><br>Aug/13       | Mad Dog Productions<br>20 Days   | PM: Jonathan Jones<br>Coordinator                  |

TELEVISION SERIES

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|                          |                                  |  |
|--------------------------|----------------------------------|--|
| <b>X-Filez</b><br>Nov/13 | Rainy Day Productions<br>10 Days | Coordinator: David Duke-Ovny<br>Driver |
|--------------------------|----------------------------------|--|

AWARDS

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Journeyman High Rigger with Safety Ticket; I.C.S. Motor Racing 1<sup>st</sup> Place;  
The Annual Peggy Bundy Award for Excellence in Hair and Makeup

REFERENCES

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|              |                           |                |
|--------------|---------------------------|----------------|
| Marsha Brady | Producer/Actor            | (604) 456-7890 |
| Hil Clinton  | White House Administrator | (818) 240-2440 |
| Don Johnson  | Transport Coordinator     | (505) 666-6969 |