



# IATSE LOCAL 411

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

2087 Dundas Street East, Unit 104, Mississauga, ON L4X 2V7 Tel: 905-232-6411 [www.iatse411.ca](http://www.iatse411.ca)

## **PRODUCTION COORDINATOR CAUCUS UPGRADE REQUIREMENTS**

Upgrade Request submission deadlines are December 1<sup>st</sup>, March 1<sup>st</sup>, June 1<sup>st</sup> and September 1<sup>st</sup>

### **1) Upgrade Requirements:**

**If you are a member of the Production Assistant Caucus and want to apply to join the PC Caucus in the 2<sup>nd</sup> Assistant Production Coordinator (previously Production Secretary) category, you must have the following:**

- Previous experience in the film industry working on a minimum of three (3) shows that are long format 411 style productions (features, movies of the week, TV series) as an Office PA, or as a Producer's or Director's Assistant. TV series productions longer than 6 months may be counted as two (2) shows.
- At least one year in the film business, in any of the above listed formats. Working outside the mainstream is not a limitation and is an asset that reflects a commitment to the industry as a whole.
- Three (3) letters of support and recommendation signed by IATSE Local 411 PC Caucus members. A minimum of one (1) letter of recommendation must be signed by a Production Coordinator in good standing that you have worked for on at least one show. Letters should be from members who have worked with you and can vouch for you. Note: Letters from persons outside Local 411 are accepted and considered, but don't carry as much weight.
- Complete the Mandatory Office PA Training (held quarterly).
- Complete the Mandatory 2<sup>nd</sup> APC training (held quarterly).
- Computer, organizational and management skills.
- WHMIS Certificates, and Work and Supervisor Ontario Health and Safety and Awareness Certificates.
- Complete two (2) IATSE Local 411 hosted or endorsed training seminars prior to being upgraded.
- Submit a current resume in IATSE Local 411 format.

**To upgrade from 2<sup>nd</sup> Assistant Production Coordinator to 1<sup>st</sup> Assistant Production Coordinator, you must:**

- Work on at least four (4) different shows each as a 2<sup>nd</sup> APC and 1<sup>st</sup> APC – totaling a minimum of eighteen (18) months in each position. Special consideration will be given to those who complete this time but did so working on longer shows. Those who moved to 1<sup>st</sup> APC before working 4 shows/18 months as a 2<sup>nd</sup> APC must supplement the time as a 1<sup>st</sup> APC. Total time between the two categories must amount to three (3) years or more, with at least nine (9) months of the required 1<sup>st</sup> APC days.
- Submit three (3) signed reference letters. At least one must be from an IATSE Local 411 Production Coordinator in good standing and listed in category. The other two (2) may be from Local 411 members in good standing, listed in any category.
- Complete the Mandatory 2<sup>nd</sup> APC training, if you haven't taken the training previously.
- Complete two (2) IATSE Local 411 hosted or endorsed training seminars prior to being upgraded.
- Submit a current resume in IATSE Local 411 format.

**To upgrade from 1<sup>st</sup> Assistant Production Coordinator to Production Coordinator, you must:**

- Work on at least an additional two (2) shows as a 1<sup>st</sup> APC – totaling a minimum of twelve (12) months between the two. The time worked/number of shows are in addition to any time worked/number of shows used to upgrade from 2<sup>nd</sup> APC to 1<sup>st</sup> APC. In addition, you must work on at least four (4) shows as a PC – totaling at least twenty-four (24) months. Special consideration will be given to those who complete the time but did so working on longer shows. Those who moved to PC before completing the additional shows as 1<sup>st</sup> APC must supplement that time as a PC.
- Submit three (3) reference letters signed by Production Managers and/or Producers of shows worked on.
- Complete an additional two (2) IATSE Local 411 hosted or endorsed training seminars prior to being upgraded.
- Submit a current resume in IATSE Local 411 format.

**To be listed in the Script Coordinator Category, you must:**

- Have three (3) different IATSE Local 411 contracted shows or long format Local 411 style productions (features, movies of the week, TV series) as Script Coordinator.
- Members must submit a letter of request, three (3) letters of recommendation from Production Coordinators, Production Managers, or Producers they've worked with on said shows as a Script Coordinator. At least one (1) letter of support or recommendation must be signed by an IATSE Local PC Caucus Member.

**To be listed in the Travel Coordinator Category, you must:**

- Have three (3) different IATSE Local 411 contracted shows as Travel Coordinator.
- Members must submit a letter of request, three (3) letters of recommendation from Production Coordinators they have worked with on said shows as a Travel Coordinator
- Any members wishing to be listed as a Travel Coordinator must have attended at least one IATSE Immigration Seminar.

*\*\*\* Members in the Production Coordinator category who wish to be additionally listed as a Travel Coordinator are not required to fulfill the above requirements but must submit a letter of request to the Membership Committee for review.*

## **2) Request Submission**

All upgrade request submissions must include the following:

- A formal request to be upgraded sent to the Union Office.
- Current Resume – listing productions worked on, production studio affiliation (if applicable), start and end dates, number of days worked on show, personnel (Producer, PM, PC, APC) as well as any other applicable information.  
\*Number of days will be crosschecked with fringes remitted to the union. In cases of working outside of IATSE 411 jurisdiction (i.e. under a DGC contract, or other IATSE Local contracts), the applicant must submit documents proof of the days worked; fringe remittance information, record of employment, timesheets, etc.
- Required letters or recommendation and support (see above categories for requirements)

*\*Note: Requests for upgrades will only be considered from members in Good Standing (current with their dues).*

Any intentional misrepresentation of your experience will result in an automatic decline of your request for upgrade. Any applicants declined on this basis shall not be reconsidered for upgrade for a minimum period of one year.

Membership Upgrade Requests can be sent via **Email** to [office@iatse411.ca](mailto:office@iatse411.ca) or can be **dropped off by appointment** at the Local 411 office, located at 2087 Dundas Street East Unit #104, Mississauga ON L4X 2V7.

## **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Applications are first reviewed by the Production Coordinators Membership Committee, then by the Local 411 Executive Board and then presented to the membership at a General Meeting for a vote by membership. When your application has been fully reviewed and processed, you will be contacted by phone or email.

If your request for upgrade has been accepted, you will be listed in your new category on the next availability list published following the General Meeting your request was approved at.

### **Other Notes:**

- There is no time limit to accrue the required number of days / shows.
- A “show” is defined as; A Pilot, 1 season of a TV series, MOW, Mini-series, or feature.
- Any Coordinator Caucus member can work in any Coordinator Caucus category. These new requirements do not restrict which category members can work in. These requirements dictate which category the member will be listed in on the membership and availability lists.
- Any exceptions to these rules will be evaluated on a case-by-case basis by the Membership Committee. The Membership Committee will look more favourably upon applicants who have more variety in their experience.
- Union membership represents an endorsement by your peers in the industry.
- Upgrades are granted to members who have already proven themselves in the category which they are asking to be upgraded to.

