



# 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 Fax: 905-232-6412 www.iatse411.ca

## **PRODUCTION COORDINATOR CAUCUS MEMBERSHIP POLICY**

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

To join IATSE Local 411 in any of the following three categories you must have:

### **2nd ASSISTANT PRODUCTION COORDINATOR:**

*(previously referred to as Production Secretary)*

- Previous experience in 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, as a Producer's Assistant or Director's Assistant.
- 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 listed in the Production Coordinator category. 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.*
- Computer, organizational and management skills.
- WHMIS Certificate (Workplace Hazardous Materials Information System).
- Worker and Supervisor Ontario Occupational Health and Safety and Awareness Certificates.

### **SCRIPT COORDINATOR:**

- Previous experience in the film and television industry working on a minimum of three (3) shows that are long format 411 style productions (Features, Movies of the Week, TV Series) as a Script Coordinator.
- Three (3) Letters of support and recommendation signed by IATSE Local 411 PC Caucus members, Production Managers or Producers that you have worked with as a Script Coordinator. At least one (1) letter of support or recommendation must be signed by an IATSE Local 411 PC Caucus member.
- WHMIS Certificate (Workplace Hazardous Materials Information System).
- Worker and Supervisor Ontario Occupational Health and Safety and Awareness Certificates.

### **TRAVEL COORDINATOR:**

- Minimum of one year experience in the film and television industry working as a Travel Coordinator.
- Three (3) Letters of support and recommendation signed by Production Coordinators, Production Managers or Producers that you have worked with as a Travel Coordinator.
- WHMIS Certificate (Workplace Hazardous Materials Information System).
- Worker and Supervisor Ontario Occupational Health and Safety Awareness Certificates.

**REPRESENTING PRODUCTION COORDINATORS, CRAFTSERVICE PROVIDERS  
AND HONEYWAGON OPERATORS IN THE PROVINCE OF ONTARIO, CANADA**



## **PRODUCTION COORDINATOR MEMBERSHIP POLICY Continued...**

### **Step 1) Application Submission:**

If you meet the requirements and are interested in applying to IATSE Local 411 for membership in the Production Coordinators Caucus, the following must be submitted:

- Letter of Intent
- Resume – listing productions worked on, production studio affiliation (if applicable), start and end dates, personnel (Producer, PM, PC, APC), as well as any other applicable information. Resume must follow the IATSE 411 Resume template format.
- Required letters of support and recommendation (see each category for requirements).
- Copy of your WHMIS (Workplace Hazardous Materials Information System) certificate.
- Copy of your Worker and Supervisor Ontario Occupational Health and Safety Awareness Training certificates.
- Production Coordinator Caucus Application form.
- Electronic Communications Consent Form
- \$100.00 application administration fee (non-refundable).  
The fee can be paid by cash, debit, credit card (*Visa, MasterCard or AMEX - in the office, not over the phone*), money order or certified cheque. You can also pay via PayPal (*even if you do not have a PayPal account*) by requesting a PayPal invoice to be emailed to you. We do not accept personal cheques as a form of payment for applications. *\*Note: if paying by cash you must have exact amount.*

If you submit an application with incomplete information or without possessing the necessary qualifications, please be aware that the application administration fee is non-refundable.

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

Membership applications can be sent via **Email** to [operationsmanager@iatse411.ca](mailto:operationsmanager@iatse411.ca), via **Fax** to 905-232-6412 or can be **dropped off** at the 411 office located @ 2087 Dundas Street East, Unit 104, Mississauga, ON L4X 2V7.

**Incomplete applications will not be considered.**

### **Step 2) Membership Acceptance:**

Applications are first reviewed by the Production Coordinators Membership Committee, then by the 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 you have been accepted into membership it is your responsibility to complete the application process which includes:

- \$100.00 processing fee per the International Constitution and Bylaws (Article Twenty One, Section 2)
- Dues for the quarter in which your application is accepted  
*\*Base Dues are currently \$125.00 per quarter (\$500.00 per year) and are subject to increase per the constitutional process.*
- Complete all additional paperwork, including:
  - Official IATSE Application Form
  - Beneficiary Designation Form
  - RSP Group Benefits enrollment Forms
- Review basic Union policy with the Local's Operations Manager

**Please make an appointment with the office to complete the above process.**

New members are required to attend any introductory training programs presented by the Local and any other training courses that may be required or offered in the future by the Local or by government regulation.

Upon acceptance into membership, new members must attend the next General or Caucus meeting to be sworn in. In addition, they must attend a minimum of one General meeting per calendar year. If you cannot attend the aforementioned meeting, you must contact the Local to make arrangements to be sworn-in within 30 days of the General Meeting.

**Offers of membership must be accepted by the applicant and the application process completed within 30 days of notification.**

**Note: IATSE Local 411 is not a hiring hall and does not place its members on productions.**

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## **PRODUCTION COORDINATOR MEMBERSHIP POLICY Continued...**

### **JOB DESCRIPTIONS (per Schedule A of the IATSE Local 411 Production Coordinators Collective Agreement)**

#### **PRODUCTION COORDINATOR**

*The duties of the Production Coordinator include; the setting up and closing down of the Production Office and includes ordering of furniture, equipment, telephone and internet service, and supplies; preparation and distribution of schedules, crew, cast and vendor lists, call sheets, production reports, movements orders and the distribution of scripts; cast change of date bookings and cancellations; the coordination of all travel, accommodation, union work permits, government work visas, medical examinations and immunizations for principal crew and cast, to conform with Company insurance and foreign travel requirements, the preparation and distribution of travel memos, travel movements orders and all other documentation required regarding travel arrangements; the ordering, importing and exporting of equipment, animals, and booking of personnel as directed by the Production Manager; the pick-up and delivery of equipment and personnel, in conjunction with the Transportation Department; the shipment of film and sound tape or similar, to and from the laboratory on distant locations. Supervision of all work of the Production Office staff, including; daily production reports, performer contracts, insurance certificates, and travel arrangements.*

#### **1<sup>st</sup> ASSISTANT PRODUCTION COORDINATOR**

*The duties of the 1<sup>st</sup> Assistant Production Coordinator shall include; creating and maintaining the crew, cast, and vendor lists, creating the daily call sheet (in collaboration with the 2<sup>nd</sup> AD), creating electronic and hard copy distribution lists for all schedules, scripts and other paper work, distribution of all paperwork by email, fax, posting to studio / network document distribution website, or hard copy as required, drafting daily production reports for approval, drafting performer contracts for approval, booking daily labour, issuing insurance certificates, ordering office supplies, supervising the 2<sup>nd</sup> Assistant Production Coordinator and Production Assistants, photocopying, document scanning, emailing, typing, filing, and related duties in maintaining an organized production office, as delegated by the Production Coordinator.*

#### **2<sup>nd</sup> ASSISTANT PRODUCTION COORDINATOR**

*(previously referred to as Production Secretary)*

*The duties shall include the assisting of the Production Coordinator and the 1<sup>st</sup> Assistant Production Coordinator in; photocopying, document scanning, emailing, typing, filing, answering the telephone, ordering office supplies, maintaining crew, cast, and vendor lists, issuing insurance certificates, distribution of paperwork electronically or by hard copy and related duties in maintaining an organized production office, as delegated by the Production Coordinator and 1<sup>st</sup> Assistant Production Coordinator.*

#### **TRAVEL COORDINATOR**

*In the event that such a position is required, the duties of the Travel Coordinator shall include the coordination of all travel, accommodation, union work permits, government work visas, medical examinations and immunizations for principal crew and cast, to conform to Company insurance and foreign travel requirements. The preparation and distribution of travel memos, travel movements orders and all other documentation required for the above listed work, as delegated by the Production Coordinator. The Travel Coordinator may also assist in maintaining an organized production office, as delegated by the Production Coordinator and Assistant Production Coordinator where possible.*

#### **SCRIPT COORDINATOR**

*The duties of the Script Coordinator include: format and proofread the script; input script revisions; check spelling, punctuation and grammar; maintain a database of all drafts of the script(s); produce and distribute script status reports and script delivery schedules; track delivery of scripts and outlines; notify accounting department to facilitate payment of writers and story editors; send scripts and revisions to research company; vet research reports; vet and distribute network/studio standards and practices to facilitate compliance; conduct story-related research as assigned by the writer, producer, director or story editor; act as story department point person liaising with various production departments, producers, writers and network/studio personnel; and in conjunction with the production department, ensure the distribution of the script and script revisions to all cast, crew and network/studio personnel as required.*

#### **OTHER COORDINATOR POSITIONS**

*Other Coordinator Positions include a Local 411 member hired in a category that includes but is not limited to, Visual Effects Coordinator or a similar administrative position, for example in the Special Effects, Construction, Set Decoration or Transportation departments.*

*Should the show require additional staff, Local 411 work may be further subdivided to other positions, in compliance with Articles 4 and 6.*