



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

IATSE LOCAL 411 GENERAL JOB DESCRIPTIONS

KEY CRAFTSERVICE PROVIDER

The duties of the Key Craftservice Provider shall include the scheduling and assigning of duties within the Craftservice department, maintaining department time sheets/deal memos, and handling daily crew staffing requirements when necessary. The Key Craftservice Provider will consult with the 2nd Assistant Director regarding craft serving requirements for the next shooting day, act as contact person to the craft company who provide the craft truck and food stock, coordinate the pickup and return of the craft truck to/from the shooting location and/or craft shop and supervise and direct any Daily Craftservice Providers that are on set that day.

The Key Craftservice Provider shall direct the purchase of approved stock items as necessary as per the Producer or Production Manager.

The Key Craftservice Provider shall coordinate together with their assistant to ensure the preparation, maintenance, cleaning and storage of all goods and equipment required by the Craftservice Department. This includes maintaining the craft kitchen and/or craft truck* and, if required; a craftservice station on or near the shooting set, drinks and snacks as needed to base camp or other satellite locations (such as splinter unit), and a craftservice station for background holding and any water stations or drinks for lunch and on set as per the Producer or Production Manager.

S/he is also responsible for ensuring that the shooting crew and cast are provided with breakfast, snack and drink items as approved by the Producer or their duly authorized representative in compliance with the various union contracts. S/he is also responsible for ensuring approved stock items are available and replenished as required and shall report significant stock discrepancies to the Producer or Production Manager immediately. S/he shall supervise and direct any Daily Craftservice Providers that are on set that day.

ASSISTANT CRAFTSERVICE PROVIDER

The duties of the Assistant Craftservice Provider shall include assisting the Key Craftservice Provider in all craft service duties.

This includes ensuring the preparation, maintenance, cleaning and storage of all goods and equipment required by the Craftservice Department. This includes maintaining the craft kitchen and/or craft truck* and, if required; a craftservice station on or near the shooting set, drinks and snacks as needed to base camp or other satellite locations (such as splinter unit), and a craftservice station for background holding and any water stations or drinks for lunch and on set as per the Producer.

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



CRAFTSERVICE PROVIDER JOB DESCRIPTIONS Continued...

S/he is also responsible for ensuring that the shooting crew and cast are provided with breakfast, snack and drink items as approved by the Producer or Production Manager in compliance with the various union contracts. S/he is also responsible for ensuring approved stock items are available and replenished as required and shall report significant stock discrepancies to the Key Craftservice Provider immediately. S/he shall also assist in supervising and directing any Daily Craftservice Providers that are on set that day.

BACKGROUND CRAFTSERVICE PROVIDER (14 HOUR OR 6 HOUR)

The Background Craftservice Provider works under the direction of the Key Craftservice Provider and the Assistant Craftservice Provider in providing the background performers with snack and drink items and breakfast and/or substantial as directed and approved by the Producer or Production Manager. S/he is responsible for maintaining the background performer craftservice station(s).

COMPLIANCE DRIVER CRAFTSERVICE PROVIDER (6 HOUR)

The main function of the 6-Hour Craftservice Provider Compliance Driver is to pickup and return the craft truck to/from the shooting location and/or craft shop.

S/he are also to assist the Key Craftservice Provider and Assistant Craftservice Provider in packing up the craftservice equipment and preparing the craft truck for departure and safe travel. This may include such tasks as assisting with breaking down the set and/or background craftservice station(s), assisting with cleaning dishes, securing items on the truck for travel, loading coolers and other craft related items onto the craft truck.

It does not include preparing and/or traying food to cast and crew or relieving/replacing any Craftservice Provider.

All Craftservice Providers must possess a current certificate from an accredited Safe Food Handling Program (Food Handler's certificate) and any relevant licenses and/or certificates that may be required by laws established at the location(s) the Company may be working at or required under this agreement or by union policy.

NOTE: All Craftservice Providers are required to regularly lift heavy items such as coolers full of ice and drinks, 19 Litre water jugs, craft truck stairs, etc. All lifting is to comply with the Ontario Health and Safety (OHSA) Regulations describing safe lifting.

**Reference to "Maintaining the craft truck" refers to the work area of the Craft truck as it pertains to the job of Craftservice and not the maintenance of the vehicle itself or its equipment provided by the craft company/supplier.*

PRODUCTION COORDINATOR 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.

1st ASSISTANT PRODUCTION COORDINATOR

The duties of the 1st Assistant Production Coordinator shall include; creating and maintaining the crew, cast, and vendor lists, creating the daily call sheet (in collaboration with the 2nd 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 2nd 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.

2nd ASSISTANT PRODUCTION COORDINATOR

(previously referred to as Production Secretary)

The duties shall include the assisting of the Production Coordinator and the 1st 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 1st 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.

HONEYWAGON OPERATORS JOB DESCRIPTION

(per Schedule B1 of the IATSE Local 411 Honeywagon Operators Collective Agreement)

As directed by the Producer or the Producer's duly authorized representative, the Honeywagon Operator is solely responsible for the daily operation of the Honeywagon vehicle during the course of production. The Honeywagon Operator's responsibilities shall include, but not be limited to: driving the vehicle to and from all locations or work sites; cleaning the vehicle inside and liaising with the transport department for any external cleaning; observing all regulated safety requirements pertaining to the vehicle; maintenance and ensuring the proper servicing of the vehicle as required or as directed; complete vehicle inspection prior to and after location moves; any seasonal weather maintenance or care and liaising with the production for additional duties or scheduling; and any other duties with respect to the Honeywagon that may be assigned from time to time by the Producer or the Producer's duly authorized representative.

The Honeywagon Operator shall be responsible for the cleaning and maintenance of all dressing rooms, offices and washroom facilities on the Honeywagon vehicle. The Honeywagon Operator will also ensure all facilities have adequate supplies and if running low on supplies will notify the Producer or the Producer's duly authorized representative to have supplies purchased or seek permission to leave set to purchase required items.

The maintenance and servicing of the vehicle shall include but not be limited to: checking all heating and air conditioning systems for functionality, ensuring all water, propane, gas, tire air are at acceptable or above levels, that all systems are working in the appropriate manner. The Honeywagon Operator will liaise with the Producer or the Producer's duly authorized representative regarding any maintenance or servicing that is required that may interfere with the running of the vehicle during production.

Seasonal requirements refer to any weather related maintenance on the vehicle i.e. to clear snow or ice from the vehicle, steps, ensuring heat/air work as required and follow the appropriate safety guidelines.

The Honeywagon Operator shall observe all Ministry of Labour and Ministry of Transportation guidelines pertaining to safety requirements and operation of the vehicle. The Honeywagon Operator will maintain all relevant logs and trucking checklists regarding the vehicle as required. Each Honeywagon Operator engaged must possess a valid and current driver's license applicable to the Honeywagon and any relevant licenses and/or certificates that may be required by laws established at the location(s) the production is operating.