



IATSE Local 634 Training Program Policy



The purpose of this training program is to provide individuals with practical, hands-on experience in one of the many departments which are covered under the IATSE Local 634 Collective Bargaining Agreement. The program will prepare trainees to work in a department of their choice while working in a unionized film production environment. By the end of the program, trainees will have gained the skills necessary to transition into a unionized film department role, equipped with knowledge of union standards and best practices.

Target Audience:

This program is designed for the following groups:

- Recent graduates of college film programs.
- Students in film programs seeking summer employment.
- Individuals with prior experience in non-union film productions who are seeking to transition to unionized film sets.

Eligibility Criteria:

To be eligible for the training program, applicants must meet the following criteria:

1. **Minimal prior experience on IATSE film productions:** Applicants must have minimal work experience on a Local 634 signatory production in one of the departments represented in the Collective Bargaining Agreement.
2. **Age requirement:** Applicants must be 18 years of age or older at the time of application.
3. **Educational background:** Applicants must have completed, or be in the process of completing, a film-related academic program, or have prior practical experience in a non-union film environment. College graduates, current film students, or individuals with prior film experience in non-union settings will be prioritized.
4. **Commitment to the program:** Applicants must demonstrate the ability and willingness to commit to the full duration of the training program, which may require flexible hours, including evenings and weekends.
5. **Physical and Mental Readiness:** Applicants must be capable of meeting the physical demands of working on a film set, including long hours, lifting, standing, and working in high-pressure environments.

6. **Professionalism and Work Ethic:** Applicants must exhibit a strong work ethic, dependability, and the ability to work effectively in a team. Previous work experience (in any field) reflecting these qualities will be taken into consideration.
7. **Departmental Preference:** Applicants must indicate their preferred department of focus for training (e.g., costumes, grip, lighting, props, hair, makeup, etc.). Trainees will primarily be trained in their chosen department, but they should be open to participating in occasional "Swing Positions" to work in two closely related departments to expand their skills and knowledge base. Departments considered for swing positions will be; Grip & Lighting, Hair & Makeup, Props & Set Dec, Construction & Scenic Art, Set Dec & Greens, Transportation & Picture Cars.
8. **Understanding of Union Protocols:** Applicants must demonstrate an interest in learning and adhering to union rules, safety protocols, and industry standards.

Program Structure:

The program will consist of the following key components:

1. **Training in Preferred Department:**

Trainees will be placed in their preferred department for the duration of the program. This allows them to gain hands-on experience and develop specialized skills in that department, with guidance from experienced union members.

Departments include:

 - Costumes
 - Construction
 - Electric
 - Greens
 - Grip
 - Hair
 - Makeup
 - Picture Cars
 - Props
 - Sound
 - Scenic Artists
 - Script Supervision
 - Set Decoration
 - SPFX
 - Transportation
2. **Swing Positions:**
 - Occasionally, trainees may work in "Swing Positions," where they rotate between two closely related departments. For example, a trainee in the grip department may also work in the lighting department to understand

how the departments interact and depend on each other. Departments where a swing position can be offered are the following:

- Grip & Lighting
- Hair & Makeup
- Props & Set Dec
- Construction & Scenic Art
- Set Dec & Greens
- Transportation & Picture Cars
- Swing positions will be offered as a supplementary experience to broaden the trainee's overall understanding of the production process.

3. Mentorship:

- Each trainee will be paired with an experienced IATSE member in their chosen department to serve as a mentor. Mentors will provide guidance, feedback, and advice throughout the program to help trainees grow professionally and gain the confidence to work independently.

4. Safety and Union Training:

- Safety training will be provided at the beginning of the program to ensure trainees are familiar with industry safety standards and union-specific protocols.
- Trainees will also participate in training sessions on union rules, workplace ethics, and communication to better understand the role of unions in the film industry.

5. Evaluation and Feedback:

- Performance evaluations will be conducted to assess each trainee's skills, progress, and areas for improvement. Feedback will be provided by mentors, department heads, and program coordinators.
- At the end of the program, a final evaluation will assess the trainee's readiness to transition into a unionized film production role.

Application Process:

1. **Application Form:** Candidates must submit a completed application form, including a resume, a statement of interest, and a list of their preferred departments for training.
2. **Interview:** Applicants may be invited for an interview with program coordinators and union representatives. The interview will assess the candidate's motivation, department preference, and suitability for the program.
3. **Selection Criteria:** Applicants will be selected based on:
 - Commitment to pursuing membership with IATSE Local 634
 - Relevant experience (academic or practical).

- Professionalism, reliability, and teamwork skills.
- Interest in learning union standards and working in a collaborative, unionized environment.

Commitment and Expectations:

1. **Time Commitment:** Trainees must commit to the full duration of the training program, which may range anywhere from two weeks to six weeks. The training schedule will require flexibility, including possible evening, weekend, and overnight shifts.
2. **Work Environment:** Trainees will be expected to work on active film sets, which may involve long hours, physical labor, and high-pressure situations. A strong commitment to safety and professionalism is required.
3. **Union Membership:** Upon successful completion of the training program, days worked under this program will count towards the days required for membership application into the local at a 1.5x credit. However, credit for these days will only be awarded upon receipt of a satisfactory evaluation form from the assigned mentor. Days worked will **not** be credited for absences due to sickness. Additionally, any tardiness will be noted on the evaluation form and may impact the total credit granted.

Program Benefits:

1. **Specialized Training:** Trainees will gain specialized knowledge and hands-on experience in their preferred department, learning from experienced IATSE members.
2. **Networking Opportunities:** Trainees will build valuable connections with IATSE members, crew members, and production professionals, which could lead to future job opportunities.
3. **Paid Positions:** Trainees will be compensated according to union wage standards. Payment structure will vary depending on the wage schedule outlined in the Collective Bargaining Agreement.
4. **Industry Recognition:** Trainees will receive a certificate of completion at the end of the program, outlining their skills and experience on an IATSE Local 634 signatory film production.
5. **Increased Career Opportunities:** After completing the program, trainees will be better positioned to pursue daily calls and run-of-show roles on IATSE Local 634 signatory productions.

Program Completion and Advancement:

Upon completion of the training program, trainees will:

- Receive a certificate of completion, including a detailed record of their training and experience.
- Be supported by ongoing mentorship and guidance to help them pursue union membership
- Be credited at 1.5 days for each day worked under this training program to count towards the 120 days of work required to apply for membership.

This training program offers an invaluable opportunity for individuals seeking to break into unionized film production roles, while promoting the core values of union labor, safety, and collaboration.