



INTERNATIONAL ALLIANCE OF
THEATRICAL STAGE EMPLOYEES
OF THE UNITED STATES, ITS TERRITORIES, AND CANADA
LOCAL NO. 168
P.O. BOX 5312, STATION B
VICTORIA, B.C. V8R 6S4
Phone: 1 (250) 381-3168 • Toll Free Fax: 1 (866) 618-3848
Web: www.iatse168.com

May 1, 2022

Dear Future Stage Permittee:

Thank you for your enquiry and interest about membership in I.A.T.S.E. Local 168. Please be aware, the Local is solely a hiring hall. We do not directly offer full-time or part-time positions. You are called when there is work available. Should you be looking to work in the Front of House at one of the Theatres or Venues we support, you need to contact the employer directly. We do not dispatch for those positions. Membership in the Local is not a guarantee of work and in fact, work can be very scarce at times. The first step in becoming a member is to become a Permittee. This will give you an opportunity to consider the value of membership in the Local. In order to apply as a Stage Permittee you must be at least eighteen (18) years of age or older.

Below you will find a “*Stage Permittee Application*” form that we ask you to fill out and return as soon as possible. With this, you also need to include the non-refundable administration fee of \$20.00. You should also download a copy of the “*Minimum Qualifications for Employment as a Stage Grip*” booklet. Please read over this booklet and then fill out the enclosed “*Workers Qualification*” form. There will also be a “*Record of Permittee Hours of Work*” form included. This sheet you must maintain and have signed each time you work under the jurisdiction of the Local. Under the Permittee status, you have the opportunity to demonstrate your work skills and learn new skills. Your position on the Permittee roster will be maintained so long as you continue to respond, if asked to go to work, and also demonstrate your suitability for the work. Should you fail to respond to a dispatched call, fail to notify the office of your contact information changing and/or not show the skills, attitude, and competence needed, you will be permanently removed from the roster and your administration fee will not be refunded.

Note: The Local has waved the administration fee for permittees who are interested in working only north of Nanaimo. Should any permittee working in this region wish to work further south, in Cowichan or Victoria, the administration fee would then apply and work would not be dispatched until that fee is paid. If you are applying for permittee status for the north island only, you will still need to fill out and submit the application form.

Once you have worked two hundred (200) hours (at straight time) on at least ten (10) different productions under the jurisdiction of the Local (as recorded on your “*Record of Permittee Hours of Work*” form), you will be eligible to make a formal application for Full Membership. If you wish to become a Member at that time, you must submit your written request with your “*Record of Permittee Hours of Work*.” Please note, completing the two hundred (200) hours is in no way a guarantee of acceptance for Full Membership.

Also below is a “*Dues & Administration Fee Authorization*” form. This allows the employers to deduct an administration fee in accordance with the Locals Policies and the Collective Agreement in place. This form also authorizes employers to deduct dues from your paycheques (presently six percent (6%) of gross wages) and remit this amount to the Local. You must also complete our “*Privacy Consent Form*.” Upon receipt of all fully completed forms, as well as your resume (if not previously submitted) that must include references and the administration fee, the Executive will only then review your application. If you meet the requirements of the International and the Local, you will be placed on our list of Permittees who may be dispatched to work by the Local on an as needed basis.

Although you will not be a Member, nor hold any rights of membership within the Local while working as a Permittee, it must be remembered that you will be working under the jurisdiction of the Local and under the Collective Agreement between the Employer and the Union. You need to follow this Collective Agreement, all Rules, Policies and Procedures of the Local and the Employer at all times. Should you have any questions in this regard, you should contact one of the following: an Officer of the Local, the Shop Steward or the Crew Chief. It is not appropriate to discuss these matters with persons other than these people.

Once again, thank you for your interest in I.A.T.S.E. Local 168.

Sincerely,

Laurie Edmundson
Secretary-Treasurer, I.A.T.S.E. Local 168

PLEASE NOTE: We do not accept applications in person. They must be mailed to address listed at the top of this letter. Cheques should be made out to I.A.T.S.E. Local 168. However, should you wish to pay your fee via Credit Card, please see the PayPal link at the bottom of the Stage Permittee page on the website.



IATSE LOCAL 168 PERMITTEE APPLICATION CHECK LIST

The following items must be submitted to the Local for your application to be considered.

1. Permittee Application Form
2. Stage Permittee Application Fee \$20
3. Current Resume with references
4. Dues authorization form
5. Personal Information Consent form

All items may either be mailed to the Local at:

IATSE Local 168
P.O. Box 5312, Station B
Victoria, B.C. V8R 6S4

Or

Emailed to sec-treas@iatse168.com

Application Fees may be paid by cheque, by using the PayPal link on the website, or by e-transfer to the email address above



Introduction to I.A.T.S.E. Local 168

The International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists & Allied Crafts of the United States, its Territories and Canada has been expanding throughout the years. Gradually, the Stage Employees and Movie Operators have been joined by a great variety of other craftspersons in other fields of the entertainment industry. The organization is best known as the I.A.T.S.E., but is often shortened to simply I.A.

Our Local represents the many fine Craftspeople, Technicians, and Front of House, Box Office and Office Workers

in the theatre and entertainment industry. I.A.T.S.E. Local 168 was re-chartered on October 1, 1992, and has continued to grow and expand, both in its membership and venue affiliations. Our jurisdiction in the areas of Stage and Special Department (FOH) is for all of Vancouver Island.

Presently, the Local maintains a working relationship with the Royal & McPherson Theatres Society, Cowichan Valley Regional District, Tidemark Theatre, Pacific Opera Victoria, The Mary Winspear Centre, Intrepid Theatre, and University of Victoria / University of Victoria Student's Society.

In early 2005 the Local created our own company named, Victoria Stage Incorporated (VSI). VSI was mainly setup to secure the stage labour for the new Victoria Save-On Foods Memorial Centre. VSI currently holds the stage labour contract for the arena and is also used to secure smaller contracts around the island.

Thank you for your interest in us and what we do.

Stage Permittee Application Form

Date Accepted (Office Use Only): IATSE File Number (Office Use Only):

Application Date (yyyy-mm-dd): Social Insurance No. :

Last Name: First Name: Ms/Mr/other:

Street Address:

City: Province: Postal Code:

Main Phone No.: () Alternate Phone No.: ()

Date of Birth (yyyy-mm-dd):

E-Mail Address:

(You must be at least 18 years old)

Emergency Contact: Relationship: Phone No.: ()

Present Occupation: Employer:

Job Description:

Related Experience & Skills:

Why do you want to work with IATSE?

Do you have a completed Criminal Record Check?

(Required to work at the CVRD. However, after being dispatched and before starting work, the required forms will be issued and the cost covered by the Employer. The Employer currently uses Back Check to complete the search within 24 hours once the forms have been faxed in.)

Have you been a member of a trade union? If yes, which one and where?

The information you provide on this form is solely used by IATSE Local 168 to maintain your file. I declare that the information contained herein is accurate to the best of my knowledge and acknowledge that any misrepresentation in completing all required forms will jeopardize my Permittee status.

APPLICANT'S SIGNATURE: _____ DATE : _____

APPLICATIONS MUST BE MAILED AND INCLUDE: ADMINISTRATION FEE (OR PAY VIA CREDIT CARD), APPLICATION FORM, RESUME, DUES & FEES AUTHORIZATION FORM, WORKER QUALIFICATION FORM, PRIVACY CONSENT, AND A COPY OF ANY DOCUMENTS/CERTIFICATES THAT HAVE SPECIFIC WORK RELATED CRITERIA. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED



Dues Authorization Form

I hereby authorize the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts of the United States, Its Territories, and Canada - Local 168 to deduct from my gross wages the current amount of union dues in effect for my department. I also authorize I.A.T.S.E. Local 168 to deduct any other fees, fines, and/or deductions that form a part of the terms and conditions of the Union's collective agreements under which I may work.

Print Name: _____

Signature: _____ Date: _____



IATSE Local 168 Stage Permittee Work Qualification Form

Full Name (please print):

Phone Number(s):

Please read the entire form and the "*Minimum Qualifications for Employment as a Stage Grip*" before completing.

- Even if you believe you are qualified as a grip in a certain department, the Local will always have final say in determining if you are suitable or not.
- The level of Department Head will only be determined by the Steward's Committee & Executive Committee, in consultation with the Employer.

I am qualified to accept calls as a grip in the following departments (Please only mark off the ones that apply):

- | | |
|--|--|
| <input type="checkbox"/> Stage Carpenter
<input type="checkbox"/> Flyperson
<input type="checkbox"/> Electrician (Lighting)
<input type="checkbox"/> Sound
<input type="checkbox"/> Costume Builder
<input type="checkbox"/> Video
<input type="checkbox"/> Taken indoor pyro course and have valid ticket | <input type="checkbox"/> Scenic Carpenter
<input type="checkbox"/> Rigger
<input type="checkbox"/> Spot Operator
<input type="checkbox"/> Wardrobe Dresser
<input type="checkbox"/> Props
<input type="checkbox"/> Loader |
|--|--|

First Aid & Level: _____

Other (eg. Fork Lift Ticket): _____

Other qualifications (lighting boards, sound boards, projection equipment, etc.):

I am available for calls for:

- | | |
|---|---|
| <input type="checkbox"/> Victoria
<input type="checkbox"/> Cowichan
<input type="checkbox"/> Rest of the Island | <input type="checkbox"/> Nanaimo
<input type="checkbox"/> Courtenay
<input type="checkbox"/> Campbell River |
|---|---|

Please tell us when you are normally available for calls (Do not get specific with listing your hours everyday):

The information you provide on this form is solely used by IATSE Local 168 to maintain your file.

I have read the above and declare that the information I have provided is true. I also agree to supply the tools and clothing as outlined in the "*Minimum Qualifications for Employment as a Stage Grip*" handbook. I also agree to be governed by the By-Laws, Working Rules and Policies of the Local.

Applicant's Signature: _____

Date: _____

Version: May 2022



Consent to the Collection, Use, and Disclosure of Personal Information

I acknowledge receipt of a copy of the I.A.T.S.E. Local 168 Privacy Code (“the Code”). I have read the code and I give my consent to the collection, use, and disclosure of my personal information in the manner and for the purpose outlined in the Code.

Print Name: _____

Signature: _____ Date: _____

