

APPLYING FOR PLACEMENT AS A WORKER ON A REFERRAL LIST



TOLEDO STAGE EMPLOYEES UNION LOCAL 24 OF THE INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES AND MOVING PICTURE TECHNICIANS, ARTISTS AND ALLIED CRAFTS OF THE UNITED STATES AND CANADA

REFERRAL ELIGIBILITY

Eligibility

To be eligible for placement on the Referral Hall List, a person must:

1. Be at least 18 years of age;
2. Have current valid government issued identification;
3. Maintain a working phone number and U.S. Postal address and keep the Referral Hall informed of the latest information.
4. Be physically able to work with or without a reasonable accommodation.

Applications

1. All persons desiring to be placed on the Referral Hall List shall register their availability for referral by submitting an application to Local 24. Applications may be delivered via mail or scanned / emailed to the Recording Secretary at ialocal24recsec@gmail.com.
2. All applications will be marked with the date and time of day received.
3. Pending applications more than 12 months old will lapse. Upon such lapse, the individual must complete and submit a new application in order to obtain referrals for employment.

Qualifications

1. All persons must provide proof of their qualifications through training, certifications, and/or demonstrating experience.
2. The Referral Hall Committee will review all listed qualifications and shall determine whether a person's qualifications are enough using objective criteria. Thereafter, such persons may be requested to participate in a practical test as appropriate.
3. No person shall be registered on the Referral Hall List if they have not had their qualifications reviewed and approved by the Referral Hall Committee.
4. Persons may update their qualifications at any time by submitting a request for review in writing along with certificate/documentation of new skills.

REFERRALS

New Referrals

Once new Referrals are added to the Referral Hall List they must:

1. Attend the Local 24 New Hire Orientation
2. Fill out and sign their employment paperwork, including applicable checkoffs, including completed W-4 and I-9 Forms (with ID copies), which will be kept on file with Local 24.
3. Remain on probation for the first 12 months. During the 12-month probationary period, the Referral Hall Committee, may remove from the list any person(s) whose work and/or work site behavior does not meet the standards outlined in these Referral Hall Procedures and Work Rules.
4. Remit 4% of gross wages on any work obtained by that person through the Referral Hall to Local 24. Such percentage is deducted automatically or is payable upon receipt of invoice from Local 24. If the assessment remains unpaid after 60 days, then Local 24 will send another notice and the individual will be subject to a late fee of \$20.00. If the assessment is still not paid in full after 120 days, the individual will be automatically dropped from the Referral Hall List.

THEATRE WORKING PERSONNEL

Stage Crew

A stagehand is a person who works backstage or behind the scenes in theatres, film, television, or location performance. Their work includes setting up the scenery, lights, sound, props, rigging, and special effects for a production.

Stagehands are usually skilled in multiple disciplines, including rigging, carpentry, painting, stage electrics, stage lighting, audio, video/projection, and props. Stagehands are often responsible for operating the systems during shows or taping and also for the repair and maintenance of the equipment. Most stagehands have a general knowledge of all the phases of a production, but tend to develop specialties and focus on specific areas.

Theatre Technician

A theatrical technician, (variably known as a tech, technician, theatre tech or theatre technician) is a person who operates technical equipment and systems in the performing arts and entertainment industry.

Theatrical responsibilities taken by technicians include:

- Set construction and theatrical carpentry
- Sound system configuration and operation
- Lighting design and light board operation
- Followspot operation
- Hanging and maintenance of stage lighting instruments as well as various other electrical jobs
- Flying of scenery and occasionally even actors by fly men
- Rigging of moveable and stationary set pieces by riggers
- Stage management
- Costume and prop management
- Operation of Special effects including fog machines and pyrotechnics

Carpenter and Master Carpenter

In theatre, a carpenter is a stagehand who builds sets and stage elements. Working mainly with woods and metals, they use techniques that include woodworking and welding. They build set pieces, including some standard elements (flats, platforms and columns) as well as pieces of the stage. For example, a carpenter may be responsible for building stairs and ramps on and off of the performance area and for leveling the stage floor itself.

Fly Crew

A fly crew is a group of people who operate a fly system from its locking rail during a theatrical production. The responsibilities of a fly crew include bringing battens in and out, keeping the fly system linesets in balance, and ensuring that the fly system's rope locks are applied when the associated linesets are not moving.

Electrician and Master Electrician

In theatre, the master electrician is responsible for implementing the lighting design for a production drawn up by the lighting designer. This involves overseeing the preparation, hanging, connection and focusing of stage lighting fixtures.

In theatre, an electrician is a person who works with the various aspects of lighting. Some of the positions among electricians include the lighting supervisor, master electrician, deck electrician,

light board operator, moving light programmer, followspot operator, as well as simply electricians.

These people are responsible for receiving the light plot from the lighting designer and translating the design as it is on paper to the lighting that is seen by the audience in the final production. In small theatres, many of these roles may be filled by a single person, while in a large production such as those on Broadway or a large tour, there may be several people filling some of the roles.

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Light Board Operator

The light board operator (commonly referred to as the "Light Op" or "Board Op") or moving light programmer, is the electrician who operates and/or programs the light board.

The light op has many responsibilities in theater, especially in small productions. For small productions, the light op may also be the lighting designer and master electrician, and is therefore required to create a lighting plot, and perform a complete hang and focus in addition to their duties as board operator.

The lightboard operator is responsible for knowing how to turn on and boot up the computer(s) used to control the lighting. He/she must know some basic programming commands. He/she participate in the light check held before each performance.

Spotlight Operator

The spotlight operator or followspot operator is a theatrical technician who operates a specialized stage lighting instrument known as a followspot. A followspot is any lighting instrument manually controlled by an operator during a performance. Generally a followspot will be a dedicated, large lighting instrument designed to pan and change size, beam width, and color easily by hand.

Audio Engineer

An audio engineer (also known as a sound engineer or recording engineer) helps to produce a recording or a live performance, balancing and adjusting sound sources using equalization and audio effects, mixing, reproduction, and reinforcement of sound. Audio engineers work on the technical aspects; placing of microphones, pre-amp knobs, the setting of levels. Audio engineers also set up, sound check and do live sound mixing using a mixing console and a sound reinforcement system for music concerts, theatre, sports games and corporate events.

Property Master

The property master, often called the prop(s) master, is an artistic and organizational employee who is responsible for properly placing, and/or overseeing any props needed for a production. The property master also works with other members of the production managing the physical appearance of the stage or set.

Dresser or Wardrobe

A dresser is a theatrical stagehand who is involved with maintaining costume quality at each performance. Dressers are responsible for assisting cast members with costume changes backstage.

LOCAL 24 DEPARTMENT HIERARCHY

