



## GENERAL INFORMATION FOR APPLICANTS

Applicants must be legally entitled to work in Canada by virtue of either a Canadian Citizenship, Permanent Residency Status or a Working Visa. Temporary Work Permits are **not** included in these criteria.

Applications for membership shall be made upon an official form supplied by the Local. The submitted application form shall be accompanied by the following:

1. Proof of one hundred (100) days of paid work in the category for which a member is applying. Proof of days should be in the form of pay stubs (preferred), payroll summaries from production companies, or payroll summaries from payroll companies who issued payroll to the applicant.
2. A paid day is considered a day worked at a reasonable industry standard rate for the position. The applicant's name, days worked and rate of pay should be provided. Days claimed toward the one hundred (100) day requirement that were worked on ICG 669 signatory productions without official permit approval will not be counted and may adversely affect the acceptance of the applicant.
3. A resume of the Applicant's work detailing the type of production, position and dates worked.
4. Three (3) reference letters of which at least one (1) should be from an ICG 669 Member, if possible.
5. Where applicable, a demo reel or portfolio of work (see detailed category requirements below).
6. Satisfy mandatory provincial course requirements listed below.
7. Satisfy any further requirements for individual craft categories listed on following pages.

Each application must be accompanied by an **application fee of \$50**.

Applicants who do not meet all the membership criteria may be considered for membership under certain circumstances, however, a completed application meeting the above criteria does not guarantee acceptance of membership. All completed applications are evaluated monthly by the ICG 669 Membership Committee, and the Executive board of the Local has the right of final acceptance or refusal of any applicant based on the needs of the Local at the time. Any misrepresentations in any of the required criteria may jeopardize the applicant's acceptance to membership.

Applicants who are approved for membership will have twelve (12) months from the date of notice to submit joining paperwork and full payment of fees. If paperwork and fees are not received within twelve months, the offer of acceptance will expire and applicants will be required to start the application process over again by submitting a new application.

In the event that an applicant does not qualify for membership, his/her application will be kept on file for twelve (12) months. Updates will be accepted during this time. If an application and supported materials have not been updated during the twelve (12) month period, the applicant may be required to start the process over.

### **Mandatory Federal & Provincial Course Requirements for Onset Personnel:**

In addition to Federal requirements, each province has required courses for individuals working on set. Please submit photocopies of certificates with your application. For a list of courses and where they are offered please visit [www.icg669.com/join](http://www.icg669.com/join).

#### **British Columbia:**

1. WHMIS (Workplace Hazardous Materials Information System)
2. Actsafe Motion Picture Safety Awareness
3. Motion Picture Industry Orientation

#### **Alberta:**

1. WHMIS (Workplace Hazardous Materials Information System)
2. Set Etiquette and Protocol (this is course encompasses Safety Awareness)

**Manitoba:** (These courses are offered separately or as a bundle through Film Training Manitoba)

1. WHMIS (Workplace Hazardous Materials Information System)
2. Set Orientation
3. Safety Awareness

#### **Saskatchewan:**

1. WHMIS (Workplace Hazardous Materials Information System)
2. Set Etiquette & Safety Awareness



## ICG 669 MEMBERSHIP APPLICATION PACKAGE

**Please Note:** Members that satisfy provincial requirements in their home province may be required to satisfy additional provincial course requirements if working in another province (ex: Alberta members working in British Columbia may be required to take Actsafe's Motion Picture Safety Awareness course in order to work onset in BC).

**Changes to our requirements may change without notice to non-members. If you are interested in the Camera Trainee program, DO NOT fill out this membership application form.**

**International Cinematographers Guild, Local 669 (ICG 669) is a freelance organization, not a hiring hall. Members are responsible for procuring their own work. Membership in the union does not guarantee employment but does make members eligible to work on signatory productions. Please read the following information carefully before submitting your completed application. A resume format commonly used for camera positions is included here for reference.**



### **DIRECTOR OF PHOTOGRAPHY:**

---

Many of the productions that sign with ICG 669 require the Director of Photography to have Studio or Network approval. A past working relationship with Directors, Networks and/or Studios would be beneficial. Applicants may apply in one of two Classifications, Director of Photography or 2nd Unit Director or Photography.

Any candidate for membership in the Local as a Director of Photography, or 2nd Unit Director of Photography, may be called upon for an interview at the discretion of the Director of Photography Committee.

### **DIRECTOR OF PHOTOGRAPHY**

Applicants for Director of Photography will fulfill all requirements for 2nd Unit Director of Photography and, in addition to a demo reel, must provide a sample of work which contains five (5) minutes of an unaltered segment of a production on which they were credited as Director of Photography, and fulfill one of the following:

- A) Credit as Director of Photography on a minimum of six (6) series episodes (41 minutes or greater each, excluding credits and advertising) on at least two separate productions within the previous three (3) years.

OR

- B) Credit as Director of Photography on a minimum of twelve (12) series episodes (20 to 40 minutes each, excluding credits and advertising) on at least two (2) separate productions within the previous three (3) years.

OR

- C) A Minimum of four (4) long form/feature productions (80 minutes or longer, excluding credits and advertising) within the previous three (3) years.

OR

- D) A combination of two (2) or three (3) of the above totaling six (6) hours of running time, excluding credits and advertising.

Applicants who are approved for membership may be listed on the Local's Director of Photography availability roster.



# ICG 669 MEMBERSHIP APPLICATION PACKAGE

## **2<sup>nd</sup> UNIT DIRECTOR OF PHOTOGRAPHY**

Applicants not meeting the requirements for Director of Photography, but who have credits as a Director of Photography, or specialized experience with 2nd Unit work, may apply for membership as a 2nd Unit Director of Photography.

Applicants for 2nd Unit Director of Photography should:

1. Submit proof of a minimum of one hundred (100) verifiable paid working days within the last three (3) years with credit as a Director of Photography on long-form dramas (Features, SVOD or Television Movies, Episodic Series).
2. Submit a detailed resume.
3. Submit at least three (3) letters of recommendation from Directors of Photography, Directors or Producers that can be contacted by ICG 669. At least one (1) letter of reference should be from an ICG 669 Member, if possible, who can vouch for the applicant's abilities.
4. Attach a list of any industry awards or special qualifications.
5. Submit a sample reel of recent work over the last three (3) years.

Applicants to 2nd Unit Director of Photography who are approved may be listed on the Local's 2nd Unit Director of Photography availability roster.

Any candidate for membership in the Local as a Director of Photography or 2<sup>nd</sup> Unit Director of Photography may be called upon for an interview at the discretion of the Director of Photography Committee.

### **SUGGESTED RESUME FORMAT:**

Name  
Director of Photography  
Telephone

#### **Features**

Title	Studio	Director	Year
-------	--------	----------	------

#### **Television Movies**

Title	Network	Director	Year
-------	---------	----------	------

#### **Series / Situation Comedy**

Title	Network	Number of episodes	Year
-------	---------	--------------------	------

#### **Commercials**

Title	Client	Director	Year
-------	--------	----------	------

#### **Documentaries**

Title	Studio	Director	Year
-------	--------	----------	------

#### **List of References – Directors, Producers**

**\*For UAV Drone Aerial Camera DP Requirements please contact ICG 669 at 778-330-1669**



## **CAMERA OPERATOR / STEADICAM OPERATOR:**

---

Persons applying for membership in ICG 669 as Camera Operator should:

1. Submit proof of a minimum one hundred (100) verifiable paid working days over the last three (3) years as a Camera Operator on long-form dramas (Features, Television Movies, Series).
2. Submit a detailed resume.
3. Submit at least three (3) letters of recommendation from Directors of Photography, Camera Operators, Directors or Producers that we can contact. At least one (1) letter of reference should be from an ICG 669 Member who can vouch for the applicant's abilities.
4. Attach a list of any industry awards or special qualifications.
5. Submit a sample reel of your work.

Any candidate for membership in the Local as a Camera Operator may be called upon for an interview at the discretion of the Camera Operator Committee.

### **SUGGESTED RESUME FORMAT:**

Name  
 Camera Operator / Steadicam Operator (if applicable)  
 Telephone

#### **Features**

Title	Studio	Director of Photography	Director
Camera designation (A, B Camera, Steadicam, 2nd Unit, 16mm/35mm/HD)		Year	

#### **Television Movies**

Title	Network	Director of Photography	Director
Camera designation (A, B Camera, Steadicam, 2nd Unit, 16mm/35mm/HD)		Year	

#### **Series / Situation Comedy**

Title	Network	Director of Photography	Director
Camera designation		Number of Episodes	Year

#### **Commercials**

Title	Client	Director of Photography	Director
Camera designation			Year

#### **List of References**

**\*For UAV Drone Aerial Camera Operator Requirements please contact ICG 669 at 778-330-1669**



## **FIRST ASSISTANT CAMERAPERSON:**

---

Persons applying for membership in ICG 669 as First Assistant Cameraperson should:

1. Submit proof of a minimum of one hundred (100) verifiable paid working days over the last three (3) years as a First Assistant Cameraperson on long-form dramas (Features, Television Movies, Series) or equivalent.
2. Have working knowledge of as many types of camera used for modern motion picture photography as possible, both Film (e.g. Panaflex, Moviecam, Arriflex) and Digital (Panavision, Sony, Arri, RED, etc.).
3. Submit a detailed resume, listing equipment used on each job.
4. Submit at least three (3) letters of recommendation from Directors of Photography, Camera Operators, First Assistant Camerapersons, Directors or Producers that we can contact. At least one (1) letter of reference should be from an ICG 669 Member who can vouch for the applicant's abilities.

Any candidate for membership in the Local as a First Assistant Cameraperson may be called upon for an interview at the discretion of the First Assistant Cameraperson Committee.

### **SUGGESTED RESUME FORMAT:**

Name  
First Assistant Cameraperson  
Telephone

#### **Features**

Title	Studio	Director of Photography	Year
Camera designation (A, B Camera, Steadicam, 2nd Unit)			
Camera equipment (16mm/35mm/HD, make, model)			

#### **Television Movies**

Title	Network	Director of Photography	Year
Camera designation (A, B Camera, Steadicam, 2nd Unit)			
Camera equipment (16mm/35mm/HD, make, model)			

#### **Series**

Title	Network	Director of Photography	Year
Camera designation (A, B Camera, Steadicam, 2nd Unit)		Number of Episodes	
Camera equipment (16mm/35mm/HD, make, model)			

#### **Commercials**

Title	Client	Director of Photography	Year
Camera equipment (16mm/35mm/HD, make, model)			

#### **List of References**



## **SECOND ASSISTANT CAMERAPERSON:**

Persons applying for membership in ICG 669 as Second Assistant Cameraperson should:

1. Submit proof of a minimum of one hundred (100) verifiable paid working days over the last three (3) years as a Second Assistant Cameraperson on long-form dramas (Features, Television Movies, Series) or equivalent, or have successfully completed the Local 669 Camera Trainee Program.
2. Have experience working with as many types of camera packages used for modern motion picture photography as possible, both Film (e.g. Panaflex, Moviecam, Arriflex) and Digital (Panavision, Sony, Arriflex, Red, etc.).
3. Have experience managing film stock and loading film magazines for as many types of film camera packages as possible.
4. Have experience working with as many digital camera package on-set workflows as possible.
5. Submit a detailed resume, listing equipment used on each job.
1. Submit at least three (3) letters of recommendation from First Assistant Camerapersons. At least one (1) letter of reference should be from an ICG 669 Member who can vouch for the applicant’s abilities.

Any candidate for membership in the Local as a Second Assistant Cameraperson may be called upon for an interview at the discretion of the Second Assistant Cameraperson Committee.

### **SUGGESTED RESUME FORMAT:**

Name  
Second Assistant Cameraperson  
Telephone

#### **Features**

Title	Studio	Director of Photography	1 <sup>st</sup> AC
Camera designation (A, B Camera, 2nd Unit)			Year
Camera equipment (16mm/35mm/HD, make, model)			

#### **Television Movies**

Title	Network	Director of Photography	1 <sup>st</sup> AC
Camera designation (A, B Camera, 2nd Unit)			Year
Camera equipment (16mm/35mm/HD, make, model)			

#### **Series**

Title	Network	Director of Photography	1 <sup>st</sup> AC
Camera designation (A, B Camera, 2nd Unit)			Year
Camera equipment (16mm/35mm/HD, make, model)			Number of Episodes

#### **Commercials**

Title	Client	Director of Photography	1 <sup>st</sup> AC
Camera equipment (16mm/35mm/HD, make, model)			Year

#### **List of References**

**\*For UAV Drone Aerial Camera Assistant Requirements please contact ICG 669 at 778-330-1669**



### STILLS PHOTOGRAPHER:

---

Applicants are expected to be professional photographers with published work that has been purchased by professional Photo Editors at the time of application submission. Your application should reflect professional standards in photography, business practices and ethics.

Applicants are expected to own a professional kit:

Minimum 2 professional digital camera bodies, fast prime lenses and set of zooms, at least one sound blimp, flash, laptop and hard drive to have available on set every day. Additional equipment includes desktop computer, back up system, lights, printers, etc.

The photographer must have comprehensive knowledge of lighting and be able to create specific lighting setup as requested by photo editors and art directors; including the ability to shoot action under very low lighting conditions. Full knowledge of digital process, shooting RAW files, conversions and post production.

Please submit a variety of work in your portfolio, examples:

1. Interior and exterior sets
2. Surveillance photography (with super long lenses)
3. Big action scenes, explosions etc.
4. Car scenes, stunts etc.
5. Forensic
6. Aerial
7. Crime scene
8. Mug shots
9. Behind the scenes

1. You must acquire a minimum of one hundred (100) verifiable paid Unit Stills days as the official Unit Stills Photographer.
  - PLEASE NOTE: 100 days are Unit Stills days on dramatic projects for broadcast, video on demand, or theatrical release. (We do not accept music videos, PSAs, commercials, prop photo shoots, gallery shoots, prep or post shooting days).
2. Submit 3 letters of recommendation from relevant professionals such as Publicists, Photo Editors or Producers who have worked directly with you. Their contact info must be included.
3. Hard copy portfolios must be made available at the IATSE office for 30 days. Alternatively, online portfolios will be accepted. Applicant recommendations will be made to the Executive Board by the Stills Committee upon review. Please note, we do not make appointments for portfolio reviews.

Portfolio, hard copy and/or website. Your portfolio should include:

- Unit Stills work:
- Gallery work or Studio work
- Previous professional work as a photographer
- Your Bio or (About Me page if online).





### **ELECTRONIC CAMERAPERSON (EPK):**

---

Persons applying for membership in ICG 669 as EPK Cameraperson should:

1. Submit proof of one hundred (100) verifiable paid working days as an EPK Cameraperson.
2. Have working knowledge of the setup and operation of High Definition, Digital Beta and Beta SP Cameras and other associated professional electronic equipment.
3. Have proficiency in interview setup and lighting.
4. Submit a detailed resume.
5. Submit at least three (3) letters of recommendation from Publicists, Producers, or other related industry professionals that we can contact.
6. Attach a list of any industry awards or special qualifications.
7. Submit a sample reel of your work.

Any candidate for membership in the Local as an EPK Cameraperson may be called upon for an interview at the discretion of the Motion Picture Video Services Committee.

### **MOTION PICTURE VIDEO COORDINATOR / OPERATOR:**

---

Persons applying for membership in ICG 669 as MPV Coordinator/Operator should:

1. Submit proof of a minimum of one hundred (100) verifiable paid working days as a MPV Coordinator/Operator on long-form dramas (Features, Television Movies, Series) or equivalent.
2. Be able to coordinate Motion Picture Technical Services as related to video assist recording and playback, computer playback and other on-set media operations.
3. Be able to liaise with the various motion picture departments including Production, Camera, Sound, Art, and Set Decorating Departments concerning the motion picture recording, playback, and electronic picture generation requirements.
4. Be able to operate and supervise the operation of motion picture video assist recording and playback systems, outputting to one or more monitors.
5. Be able to coordinate and incorporate visual effects requirements, such as chroma key and match framing requirements.
6. Be able to operate and supervise the operation and installation of on-screen computer-based 24FPS and 30FPS playback systems, including both the hardware and software requirements, outputting to one or more monitors or projection devices to be recorded by motion picture cameras.
7. Be able to correctly adjust line-up, color and exposure levels of televisions, monitors, projection devices, etc, for motion picture photography.
8. Be able to synchronize motion picture cameras to video playback systems.
9. Be able to coordinate and operate electronic equipment, including video cameras and other imaging or recording devices, used in conjunction with a live feed to a Television, monitor or projection device required for motion picture photography or to be recorded for subsequent playback.
10. Submit a detailed resume, listing equipment used on each job.
11. Submit at least three (3) letters of recommendation from industry peers that we can contact, preferably IATSE members. At least one (1) letter of reference should be from an ICG 669 Member who can vouch for the applicant's abilities.

Any candidate for membership in the Local as a MPV Coordinator/Operator may be called upon for an interview at the discretion of the Motion Picture Video Services Committee.

### MOTION PICTURE VIDEO ASSISTANT:

---

Persons applying for membership in ICG 669 as MPV Assistant should:

1. Submit proof of a minimum of one hundred (100) verifiable paid working days as a MPV Assistant on long-form dramas (Features, Television Movies, Series) or equivalent.
2. Have experience assisting MPV Coordinator/Operators in the setup and operation of Motion Picture Technical Services as related to video assist recording and playback, computer playback and other on-set media operations.
3. Be able to perform basic setup of monitors, recording and playback equipment.
4. Be able to wire-in motion picture cameras to video assist recording systems.
5. Be able to operate simple motion picture video assist recording and playback systems, outputting to up to two monitors.
6. Have experience assisting in the operation and installation of on-screen computer-based 24FPS and 30FPS playback systems, outputting to one or more monitors or projection devices to be recorded by motion picture cameras.
7. Have experience assisting in the operation and installation of electronic equipment, including video cameras and other imaging or recording devices, used in conjunction with a live feed to a Television, monitor or projection device required for motion picture photography or to be recorded for subsequent playback.
8. Submit a detailed resume, listing equipment used on each job.
9. Submit at least three (3) letters of recommendation from MPV Coordinator/Operators that we can contact, preferably IATSE members. At least one (1) letter of reference should be from an ICG 669 Member who can vouch for the applicant's abilities.

Any candidate for membership in the Local as a MPV Assistant may be called upon for an interview at the discretion of the Motion Picture Video Services Committee. Equivalent experience for the above may be submitted and will be considered by the Committee.



### PUBLICIST

---

#### SENIOR PUBLICIST

In addition to the general requirements, Senior Publicist applicants must have:

1. Proof of a minimum of one hundred (100) verifiable paid working days over at least four (4) shows working on Feature Films, TV Movies or TV Series as a publicist.
2. A detailed resume with list of projects outlining roles and responsibilities. Projects listed must be within a five-year period of application.
3. An introductory cover letter.
4. Three writing samples of publicity-related content created on the projects listed on resume such as press releases, press kits, production memos, etc.
5. Possess a degree or diploma in film studies, journalism or communications/public relations and/or provide evidence of employment in one of those fields for a period of no less than two (2) years.

#### JUNIOR PUBLICIST

A Junior Publicist may only be employed under the supervision of a Senior Publicist. They may not apply to upgrade to Senior Publicist until completion of 100 days, three (3) Feature Films, TV Movies or TV Series Seasons. Applications for upgrading must be accompanied by recommendations from the Senior Publicist and/or other supervisor under who the work was performed. Please contact ICG 669 for more details: [camera@icg669.com](mailto:camera@icg669.com) or (778) 330-1669.

**Please note:** All Junior Unit Publicist applications are closed until further notice.



## ICG 669 MEMBERSHIP APPLICATION PACKAGE

### DUES SCHEDULE & INITIATION:

The following is a schedule of dues and initiation fees for all categories. The annual base dues are required to maintain active membership in good standing, which makes members eligible to work on signatory productions. Dues can be paid at the beginning of the year or on a quarterly basis. If annual dues are paid in full prior to January 31<sup>st</sup> there is a 10% discount on the amount owing (ie: annual base dues of \$500 will be reduced to \$450 if paid in full by January 31<sup>st</sup>). In addition to the annual dues listed below, dues of 2% of your earnings are deducted from each paycheck.

Payment of Initiation Fee and International Application fee are due upon accepted membership and filling out of joining paperwork. These fees are non-refundable.

Category	Initiation Fee	Annual Base Dues	ICG  669 Application Fee	Int'l Application Fee
Director of Photography	\$6,000.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
Camera Op / Steadicam	\$4,500.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
1 <sup>st</sup> Assistant	\$2,500.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
Digital Imaging Tech	\$2,500.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
2 <sup>nd</sup> Assistant	\$1,800.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
Digital Loader	\$1,800.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
Stills	\$3,500.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
MPV Coordinator	\$2,000.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
MPV Assistant	\$1,200.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
Elec DP/Op (EPK)	\$1,800.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
Senior Publicist	\$2,500.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
Junior Publicist	\$1,200.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
Special Equipment	\$1,200.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
3D Stereographer	\$6,000.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
3D Convergence Puller	\$2,500.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
3D Rig Technician	\$1,800.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
Drone Operator (Pilot)	\$6,000.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
Drone Camera Operator	\$4,500.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00
Drone Camera Assistant	\$1,800.00	\$500.00 (\$125.00/quarter)	\$50.00	\$100.00

\*The above schedule may change without notice to non-members.