



POLICY & PROCEDURE  
FOR MEMBERSHIP  
AS  
ART DIRECTOR  
&  
ASSISTANT ART DIRECTOR  
IN LOCAL 800

Prepared by Corey Kaplan  
Art Directors Council Vice Chair  
July 10, 2014  
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## REQUIRED PROTOCOLS

### APPLICANTS MUST PROVIDE THE FOLLOWING:

An individual who would like to be considered for membership with Local 800 as an Assistant Art Director or Art Director may apply directly for admission into the Local per the portfolio review protocols set forth below.

Applying this way however, is not the only way individuals may be considered for membership. They will also be considered;

**a)** if they work as an **Art Director** or **Assistant Art Director** on a non-union show which then signs a union contract (show is “organized”)

or

**b)** if the union approves a union signatory company’s request to hire the individual on a union production.

-for an **Assistant Art Director** the union will approve the individual if he/she has 400 days experience in an

Art Department craft in the last four (4) years.);

-for an **Art Director** if the individual has 175 days experience as either an Art Director or a Production Designer and has an established reputation and status in production design.

### REQUIRED PROTOCOLS. APPLICANTS MUST PROVIDE THE FOLLOWING:

1. **APPLICANT RESUME:** Current and up to date (*to be uploaded on website*)
2. **LETTERS OF RECOMMENDATION:** Three letters of recommendation from Art Director craft members in good standing (*to be uploaded on website*).
3. **PORTFOLIO:** A portfolio in PDF form. It is suggested that your portfolio show proficiency in areas such as: Concept drawing, knowledge of drafting elements from projects in film, art or theatre, and CAD (*to be uploaded on website*).
4. **APPLICATION FEE:** \$250 non-refundable application fee. Credit will be issued to applicants who have entered this portfolio review after applying and paying for the PA program within the same year.

5. **SUBMISSION ADDRESS:** Application fee and a brief cover letter, should be sent to:

Laura Kamogawa

Art Directors Guild, Local 800

11969 Ventura Blvd. 2<sup>nd</sup> Floor,

Studio City, CA 91604

(818-762-9995)

Applicants will be contacted with login information once their payment and cover letter have been received. Credit card payments are accepted via phone.



6. **APPLICANT REVIEW COMMITTEE:** A Portfolio Review Committee will schedule an interview with the applicant. The Committee will consist of no fewer than four well-qualified Production Designer/Art Director members from various disciplines.  
This committee will convene at a minimum of once annually and a maximum of once quarterly to consider candidate applications.  
The Review Committee Panel will be looking for strengths in the areas of:  
LEADERSHIP  
COMMUNICATION  
FAMILIARITY WITH JOB REQUIREMENTS, and  
TECHNICAL ABILITIES  
as displayed in the review of portfolio materials.
7. **INITIATION FEE & DUES:** If accepted into Local 800, the applicant will come in as either an Assistant Art Director or Art Director and shall pay not less than one-half the regularly required quarterly dues and one-half of the regular initiation fees for his/her classification. The remaining one-half balance initiation fee may be paid over an eighteen month period. As a union member, full quarterly dues will be applied after the member accepts his/her first union position.
8. **APPLICATION FEE:** A \$100 non-refundable application fee to be paid to the IATSE. Applicants must not owe dues or other fees to any other IA local at the time of application to Local 800. The application must be approved by the IATSE.
9. **NEW MEMBER RIGHTS OF MEMBERSHIP:** New members shall enjoy ALL rights of membership – including, but not limited to:  
The right to vote in elections.  
Eligibility to work in our jurisdictions as appropriate.  
Eligibility to take ADG educational classes.  
Eligibility to receive Perspective magazine.  
The right to access Local 800's web site and be a listed artist.  
As a member you can submit projects that you work on for the ADG Awards, and receive an invitation to the Banquet.
10. **GUARANTEES/ADVANTAGES:** New members should also be aware of the following:
- a. Membership alone does NOT guarantee anyone a union job; as has been the case from time immemorial, individuals must, on their own, secure union jobs from union employers.
  - b. Notwithstanding a., above, because these new members shall have joined through the portfolio review process, their road to getting that first union job will be eased, as follows: Their status as non-rostered on the Art Director's Industry Experience Roster shall be no impediment to their engagement by a willing union employer on a union show. When that employer seeks from the Guild a waiver from the roster rules as follows: The new member may be hired on a show notwithstanding his/her non-roster status; the Guild, through its Executive Director, will grant the request, consistent with past practice.



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**This committee administers the program enabling deserving applicants to obtain membership in the Guild as an Assistant Art Director or Art Director**

- Co-Chair John Shaffner
- Co-Chair Tom Wilkins
- Co-Chair Corey Kaplan
- Lauren Polizzi
- Tom Walsh
- Gregory Melton
- Roland Rosenkrantz
- John Iacovelli
- Laura Kamogawa (Staff Liaison)

