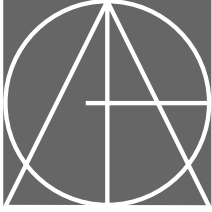


Art Directors Guild (ADG) Production Apprentice Training Program



PRODUCTION APPRENTICE (PA) TRAINING PROGRAM

The Program

This is an ADG – Art Directors Branch administered and funded program. It has been designed for the purpose of providing mentorship, supervision and on-the-job training to future Production Designers/Art Directors. The ultimate goal is to provide Production Apprentice (PA) Trainee participants with a clear and direct path towards obtaining real-time workplace training, and, on completion of their term of training and a satisfactory mentorship review, membership within the ADG Art Directors Branch as Assistant Art Directors.

- The goal of the PA Training Program is to expose PA Trainees to a full range of workplace experiences (feature, episodic, commercials, reality shows, live events and theme parks).
- Once admitted, the PA Trainee's name will be placed on an availability list managed by the Program's staff supervisor.
- The Program requires 260 days of consecutive or non-consecutive participation by those accepted.
- Announcements will go out to all Guild Production Designer/Art Director members that PA Trainees are available for immediate placement on film, TV or commercial projects. (Note that placement is not guaranteed and will depend on the schedules and requirements of the Production Designer/Art Director members and the projects on which they are employed.)
- PA Trainees would be hired, compensated and insured in the same manner as all other Production Assistants by the producers of the particular production.
- PA Trainees will be supervised by the show's Production Designer and Art Directors. These members will serve as the PA Trainee's primary mentors and networking agents for their further placement and advancement during their training period.
- Guidelines governing the assignment, supervision and periodic assessment of the PA Trainee's progress will be issued by the PA Training Program to the participating Production Designer/Art Directors.
- PA Trainees may not displace Guild members or other IATSE represented crafts. Only productions that have fully satisfied their required staffing for all positions may participate in the Program. PA Trainees may not be used as alternative low-cost employees for the creation of essential covered work on the production.
- PA Trainees are responsible for their own housing, transportation and living expenses.

Scope of Work, Duties and Activities

- Researcher: Search and acquire research materials as directed.
- Art Department Archivist: Manage digital database pipeline and hard copy files for research, set plans, location files, graphic files, stored set assets.
- Copyist: Reproduce all reference materials and blueprint reproduction services.
- Information Distribution: Distribute research and set drawings to all departments.
- Resource Collection: Follow-through on collection of material samples and swatches from vendors.
- Location Surveys: Assist in measuring and documenting as required.
- Observer and Auditor: Attend concept and production meetings, location and tech scouts; have access to all shooting sets and locations.

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Supervised Curriculum/Projects/Homework/Continuing Education

- Story Analysis Skills: Practice script and concept presentation.
- Drawing & Illustration Skills (analog and digital): Practice quick sketch, drafting rendering.
- Model Building Skills: Practice construction techniques (analog and digital).
- Document Creation Skills: Set and decoration estimating.
- Logistics 101: People skills, resource management, art of work delegation.
- Survival Skills: Flexibility, resourcefulness, communication.
- Continuing Education: Access at subsidized or reduced rates to digital and fine arts training programs (Studio Arts, ADG Figure Drawing Workshop, etc.).
- PA Trainees will be required to attend in person or audit online all ADG sponsored master classes, outreach programs and workshops.

ADG Community Service (non-compensated time)

- The PA Training Program's staff supervisor will be responsible for scheduling all ADG related community service activities.
- PA Trainees are expected to participate in ADG programs (Archive Library, Awards program, Film Society, Comic-Con, Special Events and Gallery 800).
- PA Trainees participate in the acquisition and creation of content for the Guild's publications: Perspective, News You Can Use and the website.

Trainee Program Completion

- At the end of 260 days of consecutive or non-consecutive participation, the PA Trainee's mentor/supervisors will be required to submit formal letters of review to the ADG Council, addressing the applicant's abilities and suitability for acceptance into full membership within the ADG's Art Directors Branch as Assistant Art Director.
- Membership status will be reviewed by the ADG Council. It will approve or decline the awarding of craft membership as an Assistant Art Director. Upon approval the PA Trainee will be responsible for the filing of all formal membership applications to the ADG and will be responsible for paying the prevailing initiation fees that may be applicable at the time of membership application.
- Formal Industry Experience Roster placement will be approved once the new member has secured employment on a production that is a signatory to the Basic Agreement.

If you have any questions about the application requirements, please contact by e-mail only Laura Kamogawa, the Program's staff administrator, at laura@artdirectors.org