

IATSE Local #140

Stagecraft Orientation Packet





IATSE LOCAL 140 STAGEHAND ORIENTATION PACKET

SECTION 1 WHO WE ARE

Chattanooga Tn IATSE Local 140 was chartered in 1907 and is a member of the International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists, and Allied Crafts of the United States and Canada. It is an AFL/CIO affiliate. It is commonly known as “Local #140”. IATSE Local #140 is a non-profit labor organization aiming to negotiate better working conditions, financial compensation, and benefits for all its referrals. These tasks are carried out by the elected officers of Local #140, elected every three years.

SECTION 2 WHAT WE DO

We work behind the scenes in every facet of the entertainment world to make the shows happen. If you have ever been to a concert or play, you have seen our work. We set up the lights, sound, video, and set for almost every major production in City.

SECTION 3 WHERE WE WORK

Concerts

These events tend to load in the morning for the show that evening. That means that the show will be delivered in semi-trucks that morning and be installed by the stagehand crew working under the direction of the traveling crew “road guys.” This work tends to happen in a 4 – 5 hour period. The load-out or tear-down will follow immediately after the show, usually that night. The load-out usually takes between 2 and 4 hours. These crews tend to be large and fast-paced.

Theatrical Productions

A theatrical production staffed by us can range from small local production to an extensive touring Broadway show. Small events can often load-in in the morning, have a show in the evening, and load out that night. A larger Broadway show might “sit down” in a theatre for a week to 2 or 3 weeks. These shows tend to load in on a Monday or Tuesday, play all week, and then load out Sunday night.

Corporate/AV Gigs

These gigs happen at venues like hotel ballrooms, the Chattanooga Convention Center, and any other random facility where an independent production company may book us. These don’t follow a pattern as far as load-ins and outs.



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SECTION 4 HOW THE REFERRAL HALL WORKS

As a stagehand with IA Local 140, you will start in the general labor pool. Once you have completed orientation, we will add your name to the referral hall list.

The general labor pool is overhired labor. You will receive calls on an as-needed basis. The referral hall will not provide full-time work for you, nor do we claim that we will.

You will receive a call from the local's Business Agent or Dispatcher to start working. This call will probably come in the form of a text message. Please let someone know if you can't receive text messages. The text message for a concert might look like this:

"Are you available to be a hand at the Memorial Auditorium for Zac Brown? Loads in Wednesday 11/13 at 9:00 am, load out at 10:30 pm."

The text message for a play or theatrical event will look like this:

"Are you available to be a props hand at the Theater for Cats? Loads in Monday, 5/28 at 8:00 am and loads out Wednesday, 5/30 at 10:00 pm?"

To accept the call, respond within 2 hours. If the call is for a venue you have not worked at yet, the Call Steward will inform you where to enter the building, where to park, who the steward (crew boss) is, and answer any questions about the call.

SECTION 5 What to Bring with you to a Call.

-Two forms of ID to fill out your I9 paperwork. A typical ID is a DRIVER's LICENSE and SOCIAL SECURITY CARD. If you do not have a social security card, a STAMPED copy of an OFFICIALLY ISSUED BIRTH CERTIFICATE. A VALID PASSPORT will work in place of all these.

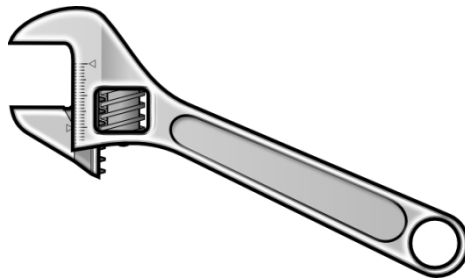
WITHOUT THESE ITEMS, YOU CAN NOT GET PAID! DO NOT FORGET THEM!

-A canceled check so you can sign up for the direct deposit. Direct deposit is required but highly recommended.



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- C-Wrench (Adjustable Wrench)



This tool is an adjustable crescent wrench, also known as a “C Wrench” for short. It has many wonderful applications in theatrical work. You must bring one to the call. 8” is the standard size. You can purchase one for under \$10 at any hardware store. If you do not have one of these, you may be sent away from a job.

You will see stagehands carrying these in their pockets, attached to their persons with some cord or line. If you are working above other people, i.e., on a ladder or on the catwalks of a theatre, you will need to keep your tools tied off AT ALL TIMES to prevent injury to the people working below you.

- Multi-Tool



A multi-tool is like a Swiss Army Knife on Steroids. It usually contains at least two cutting surfaces, a couple of screwdrivers, and sometimes a bottle opener or scissors. You can buy a cheap one at some place like Wal-Mart, but a good one will cost around \$50. Names like Leatherman and Gerber are well respected and make quality, long-lasting products.

Knife

Even if you have a multi-tool, some stagehands opt to carry a knife for quick access to a cutting edge. Do not bring a knife that is not practical for work-related tasks.

Flashlight

Flashlights are a must-have backstage when the lights are out.



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WHAT WE SUGGEST YOU BRING TO A CALL:

-Personal Safety Gear

- Gloves – These are helpful for heavy lifting and rough work you will encounter on the job. Gloves are a personal preference.
- Earplugs – Even if you are not working the show, it is never a bad idea to have a pair of earplugs in case of a soundcheck.
- It is like camping if you are working outdoors and will be there for a long time. Be prepared for a little bit of everything, so it is a good idea to pack a small bag that contains:
 - o Hat
 - o Sunscreen
 - o Snack
 - o Bottle of Water
 - o Change of Clothes
 - o Rain Gear
 - o Anything else you think you might need if you might be in the elements all-day

WHAT TO WEAR:

-Work Boots. Steel-toed shoes are not required.

-Comfortable clothing, you can move and work comfortably. Clothing should be clean, whole and not bear offensive images or language. Tank tops are not permitted. Belts are suggested.

-If you have long hair, keep it tied back.

-No heeled shoes; this includes men's cowboy boots.

-No Long necklaces, dangly earrings, or other jewelry/clothing that might potentially get caught in something.

SPECIAL ATTIRE

Show Blacks – If you are offered a “show call,” you will be required to have a set of black clothing that includes black pants and a logo-free black tee shirt. As a new worker, it is improbable that you will receive a show call, but it is always good to carry a set in your car or bag, just in case. Black shorts are acceptable for an outdoor venue in the summer.

-If you are doing a corporate/AV gig, the proper dress code is business casual, i.e., slacks and a black polo.



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On the Day of the Call...

- **Arrive early.** Especially if this is your first time working at a venue, plan to be there half an hour before your allotted call time so that you have time to park and figure out where you are going.

- **Sign In.** Upon arrival, locate the steward. The steward will have a sign-in sheet. Sign in, and please write NEATLY and CLEARLY. THIS WILL HELP GET YOU PAID.

- **Fill Out Paperwork.** If this is your first time at a venue, the steward will give you a paperwork packet containing:

- **New hire** form for the venue (the length and intensity varies between venues)
- **I -9 Form** This is where you must have the two forms of ID previously discussed. YOU MUST HAVE YOUR IDs TO WORK
- **Tax forms** federal and state tax forms.
- **5% Assessment Form** – This is an agreement by you to allow the Local to take 5% from your paycheck. THESE ARE NOT UNION DUES. All referral hall workers, members or nonmembers, pay this to cover the cost of running the referral hall.

FILL THESE OUT COMPLETELY, NEATLY, AND CLEARLY!!! THIS WILL HELP GET YOU PAID!!!

SECTION 6 What You Can Expect.

MINIMUMS – One item achieved by the Local in fair terms and conditions in the referral of stagehands is known as a “Minimum.” A minimum means that you will be paid for at least four hours of work if you show up to work. If you work more than four, you will receive appropriate compensation. The minimum guarantees you will make at least 4 hours of pay on the load-in and 3 to 4 hours on the load-out, depending on the venue.

BREAKS – Calls are structured in blocks of time, usually 4 or 5 hours. Within this period, you will receive one (1) 15-minute break. Your steward will let you know when a break is. There are times when the production provides Coffee and Donuts for the break. These items are for the break only and not for your breakfast when first arriving at the call.

MEALS – After 5 hours, you will be cut and told when to come back for load out or be sent to lunch. If the client is providing lunch, you will get a 30-minute break. If you provide lunch for yourself, you will be sent away for an hour and return. Meals are not required, do not expect them. Only the steward can send you to lunch; if the road guy tells you to go to lunch, check with your steward.

CUTS – After 5 hours, your steward will let you know if you are needed after lunch or back that night. Only the steward can cut you. If your road guy says he is done with you for the day, check with your



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steward to see if you will receive another assignment. If you are not needed back for the out, they will provide you a call time to confirm you will be there. JUST NOT SHOWING UP IS NOT OPTIONAL. Let the steward know if you cannot make it back for the load-out.

DEPARTMENTS – On a call, you will be assigned to a department; it will probably be one of the following:

- Carpentry
- Lighting
- Video
- Sound
- Back Line (Band Gear)

Once departmentalized, STAY WITHIN YOUR DEPARTMENT.

Other departments are Wardrobe and Rigging, but they are highly specialized skills, and it will be a while before you might expect to work in those departments.

SECTION 7 What We Expect

Professionalism-

- Keep negative comments about the Artistic merit of the show to yourself
- Do not ask for free tickets
- Do not expect a free meal or t-shirt
- Once you are cut, do not hang around backstage
- Do not use your knowledge of backstage areas to be in an area you do not belong
- Cell phones and smoking are at break time only.
- Personnel electronic devices are prohibited on the show floor or while engaged in work
- Props and Scenery are not for you to play with.
- Do not challenge the security; if you are not on the list, let another hand know to tell the steward. The steward will come to get you.

Immediate Infractions-

- Coming to work intoxicated / under the influence of drugs
- Drinking alcohol / taking drugs on the job / before call time
- Continued unsafe work practice
- Stealing
- Continued insubordination
- Physical confrontation with a coworker(s)
- Continued use of phone or personnel electronic device



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SECTION 8 Safety

“Up Riggers” are working over your head. LEAVE THEIR ROPES ALONE. If a rope coil on the deck needs to be moved, ask the ground rigger to do it. Never stand on a rigger’s rope, run a crate over it, pull it, or tie it off for any reason. The above applies to motor chains as well.

“Heads” or “heads up” is the most critical warning on the stage. If you hear this call, it means that something is falling from overhead. Be aware of what is always happening around you.

Lift with your legs, not with your back.

Push equipment with a flat hand, don’t wrap your fingers around the load, as loads can shift unexpectedly and crush your fingers. Watch toes and heels, too. Avoid being in front of a crate. Push from behind or the side. If your vision is obstructed, ask for help. Be aware of people and things that may be in your path. If you see someone having difficulty, offer assistance.

Ensure that loaders inside the trucks are ready to take control of your box before you push it into the trailer. They need ample room to move and accomplish their job safely and pushing a case onto the truck before they are ready compromises their work area.

Make sure the ramp is clear before sending a crate up. The stagehands that pushed up the last container needed time to exit the ramp safely. Even if the roadies are screaming, give your coworkers time to perform their tasks safely.

Remember that the driver’s field of vision is minimal when a forklift has a full load. Be aware and stay out of their way.

SECTION 9 Anti-Discrimination & Harassment-free Workplace Policy

The Referral Hall of IATSE 140 is committed to providing a work environment free of discrimination, including harassment, on the basis of any legally protected status. Accordingly, the Referral Hall will not tolerate any form of unlawful harassment by or against any of its officers, staff, members, or employees represented by the Referral Hall. This anti-discrimination / anti-harassment policy applies to all officers, staff, and members of the Referral Hall and employees represented by the Referral Hall, where the IATSE 140 is the bargaining agent.

Behavior prohibited by this policy includes all unwelcome conduct, whether verbal, physical, or visual, that is based upon a person’s protected status under the law, such as sex, race, ancestry, religion, national origin, age, disability, marital status, veteran status, citizenship status, sexual orientation, or another protected group status. Examples include racial jokes, epithets or slurs or offensive graphic or written material.

Sexual harassment is a problem that deserves special mention. Sexual harassment is a form of employment discrimination illegal under federal, state, and local laws. Such harassment is defined as unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal, non-verbal or



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physical conduct of a sexual nature when: (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; (2) submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive working environment.

Sexual harassment includes gender-based harassment of a person of the same sex as the harasser and may consist of the following behavior: verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments; visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures; or physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work.

A few final points...

Being a stagehand is not for everybody, and it is part-time at best. But if you love it, stick with it, and know that it will be feast or famine.

Things happen. If you are ever running late for work or unable to make it, call the Steward or Call Steward and let them know. Being a no-call/no-show will cause you to be deemed unreferable.

When in doubt, ask. Remember, there are no dumb questions, but there are dumb mistakes.

If we put you to work on the show floor in any of our venues, it is an act of good faith that you will act as a good representation of Local 140.