Welcome to IATSE 63!

The following information, instructions and links will help you get started with our union. Whether you're on our casual call list, an Apprentice, or a Full Card Member, this document is here to provide you with a brief description of how the union is managed and gives everything you'll need to know to start taking calls with us!

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Glossary of Terms:

What is a "**Call**?" Any show, setup, convention, concert, etc. where work is to be performed.

What/Who is **Call Steward**? Call Steward is the name of the app used by Local 63 to dispatch workers to a show/setup/job. Call Steward is also the title/role of the person responsible for dispatching members to work on calls.

What is a **Full Carded Member** of Local 63? A Full Card member of Local 63 is a member in good standing who has paid their dues and successfully completed their 3 year apprenticeship with the Local. Upon successful completion of that 3 year period they were voted in as a member by a democratic vote made up of their peers (yay/nay), their membership was approved by the International branch of IATSE, and they were assigned a seniority number.

What is an **Apprentice**? An Apprentice is anyone that has gone through the process of applying for apprenticeship with Local 63 *AND* has been approved by the International Branch to become an Apprentice.

What is a **Casual**? A Casual is anyone that has gotten in touch with the Call Steward and gotten onto their list of potential people to be dispatched for work. Casuals are not Members of Local 63 which means they do not have access to many of the benefits of a Full Carded Member, but are given opportunity to work under Local 63 contracts and jurisdiction. As non-members, Casuals do not pay the yearly $500 union dues that's required of an Apprentice or Full Carded Member, however, they pay a higher dues percentage on their paycheques, 10%. Casuals are paid the same hourly rates and conditions outlined in the Collective agreement of their workplace. If you do not want to become a member or need to gain more experience before trying to become a member, you *can* remain a Casual on the Casual list, you will just have no seniority, and thus low priority to be placed on a call.

What is a **Collective Agreement**? A Collective Agreement is the legally binding contract negotiated and agreed upon between a Union and a specific Employer

Work with Local 63. How does it all work?

Purpose of this document:

To provide information on the differences between being a Casual Worker, and a Member; information on the benefits on joining the union; how to sign up for and take calls; how you will be paid.

The Union is governed by a Constitution and Bylaws created and implemented by the Members of the Union. Members vote on the Executive Board, which includes the President of the Union, the Vice President, the Secretary, the Treasurer, the Call Steward, Members at Large, and Labour Delegates.

A hierarchy exists to dispense work opportunities in a fair manner.

The hierarchy of Membership: Full Carded Members > Apprentices > Casuals

Every Organization that has a contract with IATSE Local 63 has their own unique **Collective Agreement**. Some Organizations are subject to the seniority dispatch system:

The Manitoba Centennial Concert Hall (and associated Organizations that are onstage there, such as the Winnipeg Symphony Orchestra, Royal Winnipeg Ballet, the Manitoba Opera), The Royal Manitoba Theatre Centre, Club Regent Casino, RBC Convention Centre, and Rainbow Stage

and some are not:

Prairie Theatre Exchange, Manitoba Theatre for Young People, RMTC Warehouse Theatre

Additionally, the dispatch system is used to service Calls from other Organizations that have engaged with the Local but may not have a longstanding contract in place.

All work that is dispatched through Local 63 (via Call Steward) is subject to the seniority system.

Starting out, a typical Call can last anywhere from a minimum of 4 hours to several days, depending on the needs of an organization/show.

The International Alliance of Theatrical Stage Employees (IATSE) is an international union, with locals covering workers in Canada and the United States in a myriad of departments. We represent back-stage workers in film, television, live performance, and theatre. From audio engineers to cinematographers to costume designers, anything it takes to put on a great show. You can rest assured that no matter where you go, IATSE has a local ready to represent and cover you in any job you take.

Membership has benefits!

Full Carded Members of Local 63 have a seniority number based on when they joined (determined by your apprentice application date), this determines their entitlement to being first offered an employment opportunity to work on a show before another member with lower seniority is asked. *Provided you are competent to work in that department and role*.

When no Full Carded members are available for a call, then **Apprentices** are offered the call. Apprentices do not have seniority amongst themselves and are dispatched at the Call Steward's discretion.

When no Full Carded members or Apprentices are available for a call, then **Casuals** are offered the call. Casuals have no seniority amongst themselves and are dispatched at the Call Steward's discretion.

Becoming an **Apprentice** and **Full Card/Journeyperson** also means you have access to our Health and Welfare Benefits (if eligible) and Retirement Plan through Canada Life. Our Health and Welfare spending account ensures you have extra funds to pay for things like vision care, prescriptions, and physiotherapy, and our retirement plan ensures that you have access to financial advisors, free monthly webinars, and all the resources you'll need ensure you're prepared for retirement.

On any given Call there can be a lot of people running around. Many organizations have "House Crew" which are not subject to the dispatch system and are often Department Heads in those spaces. Those positions are generally posted positions that have interviewed and been hired for that specific job. They are IATSE Members too, and in many instances being a member of IATSE is part of the criteria for holding those positions.

Applying to Work with Us

When applying from our website, you will notice two forms: a Personal Information Submission Form, and a Request for Application for Membership. When applying for Membership, ensure both forms are filled out and sent to local63iatse@outlook.com along with a copy of your resume, and the IA63 Harassment Policy signed and dated. You will work with us as a "Casual" until your application for Membership is endorsed by our Head Office in New York.

If you would only like to be on our Casual Call List, please fill out the Personal Information Submission Form and hand it in to the office with the Harassment Policy signed and dated, and a copy of your resume.

Our Casual to Member Roadmap can be found here for your reference.

IATSE Local 63 Casual to Member Roadmap

- Fill out “Request for Application”
- Fill out “Submission for Casual Call List”

- Fill out Membership Application – Please do not date

- At this time, your membership will be brought to the executive. Applications are brought up twice a year (April and October).
- Once the executive has approved the application, the office will reach out to request the $100.00 Processing Fee (Cash, Cheque, Etransfer, Square).
- Once the processing fee is received, your application will go to New York (International Office) to be approved by them.

- Approval by New York! You will receive a letter from us (Local 063), indicating that you are now an Apprentice with Local 063.

- Once you receive this letter, you will need to be sworn in at a membership meeting and will have to pay the $100.00 Initiation Fee (Cash, Cheque, Etransfer, Square).

- From this point on you will be required to pay the **Annual Dues**. As of 2026 they have gone up to $500.00/ year. You may pay the full amount at the beginning of the year (before March 30th) or split it up. The Payment structure is outlined below. Depending on when your application is accepted, you will have to pay a portion of the annual dues, and this will be indicated to you.

- In a minimum of 6 months, and maximum of 3 years, your name will be brought forward to the membership for advancement to full card status. This happens twice a year, at the April and October Membership Meetings.

Dues Structure (With Current 2026 Dues Rates):

- 1st and 2nd Quarters must be paid by March 30th = $250.00
- 3rd Quarter must be paid by June 30th = $125.00
- 4th Quarter must be paid by September 30th = $125.00

Resources Available to Members of IATSE:

The Union is not just a labour dispatch system, and you are not just a number, being a member has other benefits like training opportunities, discounts, and more!

For more information on member resources provided by the International, visit https://canada.iatse.net/for-members/.

Courses available to IATSE MEMBERS:

- linkedinlearning.com – Free online courses
- IATSE Training Trust https://www.iatsetrainingtrust.org/lil scroll down to *Click Here to Apply.*
- Free online courses registration: https://app.smartsheet.com/b/form/da8a8024dab940c3b3aa3324063579fe
- IATSE Education and Training Webinars:
    - https://www.gotostage.com/channel/iaeducationforall
    - Click on a video, play the video, a pop-up will appear and prompt you to fill in your name and email to register, doing so will give you immediate access to the video.

Discounts and Savings:

- unionsavings.com – discounts and savings on a variety of things register here https://unionsavings.ca/en/register.

- https://nomoredebts.org/partner/ceirp - your Canadian Entertainment Industry Retirement Plan.

- Canadian Footwear: get 10%-15% off good footwear at regular price when you show your Member Card.

- UnionPlus https://www.unionplus.org/ Credit cards with great savings.

- Work Authority: 10% off workwear when you show your Member Card.

Getting Paid:

Depending on where you work, you will be required to provide your banking information for direct deposit as well as fill out the Provincial and Federal Tax Forms. This will be monotonous at first, but once you are signed up, you are set! If you work at Royal Manitoba Theatre Center, Prairie Theatre Exchange, Rainbow Stage, Manitoba Theatre for Young People, or Red Rover Entertainment, they will arrange for you to provide this information, so you are paid through their individual payroll systems. For efficiency, make sure you know your SIN for your first day of work at any of these venues.

If you're taking a call requested by Red Rover Entertainment, please contact nikki@redroverentertainment.com to start the onboarding process for direct deposit.

Any call you take outside of the aforementioned venues, with the exception of the Club Regent Casino Event Center, will be paid through a payroll company called Barney Monk/Timberline. Please see the setup information below and have it done before your first call.

When you work at the Club Regent Casino Event Center, your pay will be on a physical cheque that will be ready for pickup in the office the following Friday.

Barney Monk Payroll Direct Deposit:

Barney Monk is the payroll company that ensures you get paid for the calls you do with us at a large portion of IATSE Venues. Pay periods span Mondays-Sundays, and payday is the following Friday. Here is the sign-up link and instructions you need to follow:

https://barneymonk.com/employee-portal/

Please note:

- Barney Monk's legal name in Canada is Timberline Management Services, Inc., so members may see this name when they are registering and on their paychecks, etc., but that name is synonymous with Barney Monk.
- Once a member fills in this initial application, two emails will be sent to their inbox - if they don't receive the link within 10 minutes, have folks check their junk folder:
- Scroll down to "Canada Onboarding" and get started!

1. Set Password email - do this first
2. Onboarding Procedure email to finalize their onboarding paperwork, including all tax forms, etc.

Accessing Barney Monk:

https://timberlinemanagementservices.myavionte.com/app/#/myProfile/directDeposit/

- Login with email address and password
- Find the three lines on the top left-hand side of the screen, indicating the menu
- Click on the down-facing arrow beside "profile"
- Select "direct deposit" and view your banking information.

Before you leave a call, feel free to reach out to the Head Carpenter, or whoever is making time sheets for the call, to make sure the correct hours are being submitted so you can be paid correctly the first time. If you don't know who that is, you can also email your hours, the date you worked, amount of breaks you took, and where the call took place to local63memberhours@outlook.com. The last thing anyone wants is a delayed paycheck.

Understanding Who Your Employer Is

There are many different production companies and venues that we work with, so understanding who your employer is can be very important for things like:

- Receiving T4's during tax season
- Ensuring you're signed up properly for pay
- Filling out paperwork for Employment Insurance
- Filing a claim with the Workers Compensation Board
- Knowing who to talk to for Health and Safety in the workplace

It is important to note that **the venue or client who pays you carries the liability for EI, ROE's and Workers Compensation. IATSE Local 63 is not the employer just because we send you out on calls.** We have provided some contact information at the bottom for Red Rover Entertainment, Barney Monk/Timberline, and IATSE 63.

We have created a chart below to show you who you send your hours to and how you are paid depending on which company or venue we send you to.

Venue/Client	Who Pays You	Who you send hours to
Royal Manitoba Theatre Centre (RMTC)	RMTC	Venue keeps track of hours
Prairie Theatre Exchange (PTE)	PTE	Venue keeps track of hours
Manitoba Theatre for Young People (MTYP)	MTYP	Venue keeps track of hours
Manitoba Centennial Concert Hall (MBCCC)	Barney Monk/ Timberline	The Head Carp/Stage Manager/Supervisor will keep track of your hours.
Manitoba Centennial Concert Hall **LOBBY** (MBCCC)	Barney Monk/ Timberline	Email your hours to Local63memberhours@outlook.com
Red Rover Entertainment	Red Rover	Email your hours to Local63memberhours@outlook.com (this will change eventually)
RBC Convention Centre (RBC)	Barney Monk/ Timberline	Email your hours to Local63memberhours@outlook.com
Non- Profits like: - Winnipeg Symphony Orchestra - Manitoba Opera Association - Royal Winnipeg Ballet	Barney Monk/ Timberline	These clients will almost always use our venues like the Centennial Concert Hall. There, a head Carp/Stage Supervisor or Stage Manager will keep track of your hours. However, if these companies place a call outside of MBCCC, email your hours to Local63memberhours@outlook.com
Production Companies like: - Encore Global - Central Display Ltd. - AVentPRO - Light Energy Productions - Winnipeg Comedy Festival - AudioWorks	Barney Monk/ Timberline	Email your hours to Local63memberhours@outlook.com

- Mainstage Backline, - MAC Show Systems - SoundArt - BeamaVisual		
Manitoba Liquor and Lotteries (MBL&L) Club Regent Event Centre	IATSE 63	Email treasurer@iatse63.org to get onboarded once you have been offered your first call at the Club Regent Event Centre
Rainbow Stage	Rainbow Stage	Venue keeps track of your hours
Venues That Are Not Used as Often	Barney Monk/ Timberline	We have several more venues and clients that don't supply calls as frequently. Whenever you are at a venue or on a call and you're unsure if your hours are being recorded, email your hours to Local63memberhours@outlook.com

EI and ROE Contacts:

Please note that, like payment, who you receive an ROE from is entirely dependent on the client/venue where you worked. Please refer to the table above to know who to contact if you need to request an ROE.

If you are requesting an ROE from Timberline, here is there contact information:

Barney Monk/Timberline

To request an ROE: Contact the Barney Monk/Timberline at 1-888-865-0669.

To complete your EI application: Below you will find the information as to the address, contact name, and contact number for your EI applications.

Timberline Management Services
1133 MELVILLE STREET
SUITE 3500, THE STACK
VANCOUVER BC V6E 4E5
CANADA
Contact Name: Nuzhat Shaikh, PLP
Email: nshaikh@bdo.ca
Phone Number: 289-881-1200

IATSE 63 Paid Work

For work done PRIOR to Les Misérables at the end of February 2026, and for work done at the Club Regent Casino, please reach out to the Craig Strong at treasurer@iatse63.org for an ROE for this work.

If you have taken a call where the client is Red Rover Entertainment:

For work done PRIOR to July 13, 2026, reach out to Barney Monk. For work done AFTER July 13, 2026, please reach out to nikki@redroverentertainment.com.

Getting Work:

Now that you've set up all the pay information that you can ahead of time, it's time to get some work!

Call Steward is the app we use to dispatch our members. The Office Manager or Call Steward in employment with us, will start creating your profile by inputting your name, email address, phone number, and your skills into the app first. Once this is done, you'll be able to create your own password and login to view what calls are available. It is important to fill out the Information Request Form, to ensure we have your correct and current personal information. Anything you share with us will be safely stored and will not be shared with anyone else outside of our office.

To request to be on a call, select it from the calendar and add it to your 'Wishlist', once we make it down to you in seniority, we will send you an offer for the call. You may choose to receive notifications from the app, text, e-mail, or all the above. When you receive the notification indicating you've been placed on a call, you must then go into the app and **confirm the call** so we know you can make it.

When taking calls with Local 63, it's important to know these things:

- **Do not cancel the day of your call unless it is an emergency**. When you are offered a call, double-check that you are free that day before accepting it.
- **If you're there for the In, you're there for the Out**. This is a popular saying among many locals, it just means that if you're there for a call where you are setting up equipment, be prepared and available to come back for when all the equipment must be taken down and loaded out. If you are not able to find the information for the load out in the *call information section*, please reach out to the Call Steward.
- **Arrive early** and be sure to tell someone if you are new.

Follow the link below to finish signing up for Call Steward:

https://login.callsteward.ca/#/login

- Forgot your password, enter the e-mail address you provided to the office manager.
- Create a Password
- Every time you login, make sure it is callsteward.ca
- You can download the app Call Steward and login there as well; just check the server settings say '.ca' for Canada.

Standard PPE

When you've been given your first call, make sure you have the proper PPE (Personal Protective Equipment), as well as the equipment necessary to help get you through a call.

Standard PPE includes:

- Steel toed boots
- Hard hat
- Gloves
- High vis vest (used for calls taken outside)

Standard equipment to have with you on a call:

- Claw hammer or any hammer
- Adjustable wrench (also called a Crescent Wrench),
- A multi-driver (consisting of a Robertson bit, a #2 Phillips bit, and a slot-headed bit) or a screwdriver with each one of these heads;
- Pliers
- A small flashlight (All members are required to carry a small flashlight when working a performance.)

Some calls may require addition gear or protective equipment; this will be indicated in *Call Steward*.

We hope this document has been helpful and have answered any questions you might have had when hearing about the IATSE Union. Remember, there's always lots to learn and if you have any other questions, please feel free to reach out to our office.

Office Manager:	Dawn Verane-Bastide
Hours of Operation:	Mondays: Open by appointment only (Closed over lunch= 12:00 - 1:00) Tuesdays: 8:30 - 12:00 Open by appointment only Tuesdays: 1:00 - 4:30 - Open Wednesdays: Open by appointment only (Closed over lunch= 12:00 - 1:00) Thursdays - Fridays: 8:30am - 4:30pm (Closed over lunch= 12:00 - 1:00)
Phone:	204-944-0511 Ex. 2
Email:	local63iatse@outlook.com