

**SASKATCHEWAN FILM EMPLOYMENT TAX CREDIT PROGRAM
TRAINING PLAN**

Position: 1st Assistant Art Director

1	Introduction to auto cad and sketch up program used by the Set Designer
2	Work with the Set Designer to realize the intended design of the sets from the Production Designer's view
3	Help in the overall direction of all art department crew
4	Gather information necessary for the Set Designer/Art Director to perform his/her tasks
5	Learn about the overall architectural design structure of the sets
6	Know the logistics of all sets at all times
7	Work in conjunction with the Art Director/Set Designer to maintain schedules pertaining to the manufacturing of sets
8	Report directly to the Set Designer/Art Director in all matters directly concerned with set design
9	Enhance skills by learning the special effects aspects to the design of all sets, eg: break out walls, how to build a door or window that breaks on impact etc.
10	Assist by refining the draft drawings of sets
11	Help in solving various logistics problems
12	Help manage in the ongoing communication between construction and other art department crew
13	Assist in the organization of production information required by the Set Designer
14	Build mini models of foam core sets
15	Knowledge of materials used and needed in the manufacturing of various types of sets
16	Break down of the shooting script as it applies to the art direction of the project
17	Assist in the distribution of the set drawings to all necessary departments
18	Maintain constant communication with the Set Designer in all daily matters pertaining to the art department

Agreed to and acknowledged this _____ day of _____, 20_____.

<i>Mentor Initial</i>	<i>Trainee Initial</i>

**SASKATCHEWAN FILM EMPLOYMENT TAX CREDIT PROGRAM
MENTOR COMPLETION FORM**

Mentor Name	
Mentor Position	
Trainee Name	
Trainee Position	1st Assistant Art Director

I, _____ agreed to undertake mentorship activities with regard to the above-referenced trainee in the referenced position. With regard to the training activities undertaken, I provide the following assessment:

	Function	Activity Code	Assessment Code
1	Introduction to auto cad and sketch up program used by the Set Designer		
2	Work with the Set Designer to realize the intended design of the sets from the Production Designer's view		
3	Help in the overall direction of all art department crew		
4	Gather information necessary for the Set Designer/Art Director to perform his/her tasks		
5	Learn about the overall architectural design structure of the sets		
6	Know the logistics of all sets at all times		
7	Work in conjunction with the Art Director/Set Designer to maintain schedules pertaining to the manufacturing of sets		
8	Report directly to the Set Designer/Art Director in all matters directly concerned with set design		
9	Enhance skills by learning the special effects aspects to the design of all sets, eg: break out walls, how to build a door or window that breaks on impact etc.		
10	Assist by refining the draft drawings of sets		
11	Help in solving various logistics problems		
12	Help manage in the ongoing communication between construction and other art department crew		
13	Assist in the organization of production information required by the Set Designer		
14	Build mini models of foam core sets		
15	Knowledge of materials used and needed in the manufacturing of various types of sets		
16	Break down of the shooting script as it applies to the art direction of the project		
17	Assist in the distribution of the set drawings to all necessary departments		
18	Maintain constant communication with the Set Designer in all daily matters pertaining to the art department		

