

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

Position:	Art Director
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1	Coordinate and oversee budgets of the art department
2	Work with the Production Designer to realize the intended design of the sets
3	Help in the coordination and direction of all art department crew
4	Gather information necessary for the Production Designer to perform his/her tasks
5	Oversee all the cost reports for construction, set decoration and art department
6	Know the logistics of all sets at all times
7	Work in conjunction with the Art Department Coordinator to maintain all schedules for all departments with in the art department
8	Report directly to the Production Designer in all matters directly concerned with the set design
9	Act as a liaison between all departments, such as construction and set decoration
10	Participate in budget and cost report meetings for the art department
11	Help in solving various logistics problems
12	Manage the ongoing communication of all departments
13	Assist in the organization of production information required by the Production Designer
14	Oversee management all art department crew and their needs relating to the production
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	Help in the hiring for various positions in the art department
18	Responsible for all art department budgets and cost reporting
19	Maintain constant communication with the Production 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	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	Coordinate and oversee budgets of the art department		
2	Work with the Production Designer to realize the intended design of the sets		
3	Help in the coordination and direction of all art department crew		
4	Gather information necessary for the Production Designer to perform his/her tasks		
5	Oversee all the cost reports for construction, set decoration and art department		
6	Know the logistics of all sets at all times		
7	Work in conjunction with the Art Department Coordinator to maintain all schedules for all departments within the art department		
8	Report directly to the Production Designer in all matters directly concerned with the set design		
9	Act as a liaison between all departments, such as construction and set decoration		
10	Participate in budget and cost report meetings for the art department		
11	Help in solving various logistics problems		
12	Manage the ongoing communication of all departments		
13	Assist in the organization of production information required by the Production Designer		
14	Oversee management of all art department crew and their needs relating to the production		
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	Help in the hiring for various positions in the art department		
18	Responsible for all art department budgets and cost reporting		
19	Maintain constant communication with the Production Designer in all daily matters pertaining to the art department		

