

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

Position:	Construction Assistant Coordinator
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1	Assist in maintaining the parameters of the budget and production schedule
2	Assist in preparing, basing and painting all scenic elements
3	Responsible for touch-ups as needed during the production run
4	Learning/improving painting techniques (i.e. aging, distressed, faux work, etc.)
5	Assist in maintaining paint shop and ensuring all tools are properly maintained, stored and paint properly disposed
6	Assure safe working practices and compliance with safety regulations
7	Understand how to read blueprints and floor plans
8	Understand basic elements of set construction: flats, risers, wild walls, etc.
9	Become familiar with shop tools
10	Become familiar with construction materials and their uses
11	Knowledge and usage of tools
12	Read blueprints and floor plans
13	Flat construction
14	Window and door construction
15	Consulting with a Production Designer, Director and Producer to build the set according to the needs of the budget and concerns
16	Installation of sets
17	Tear down of sets

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	Construction Assistant Coordinator

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	Assist in maintaining the parameters of the budget and production schedule		
2	Assist in preparing, basing and painting all scenic elements		
3	Responsible for touch-ups as needed during the production run		
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Activity Code:

I: Introductory Only

P: Performed Function

Assessment Codes:

U: Unsatisfactory Performance

M: Trainee met required standards

E: Trainee exceeded standards

