

# United Scenic Artists • Local USA 829, IATSE

• REPRESENTING •

Art Department  
Coordinators

Art Directors

Computer Artists

Costume Designers

Lighting Designers

Production Designers

Projection Designers

Scenic Artists

Scenic Designers

Sound Designers

• FOR •

Major & Independent  
Motion Pictures

Network & Cable TV

Broadway &  
Regional Theatre

Opera

Ballet

Commercials

Industrial Shows

Special Events

• AND MORE •

## ART DEPARTMENT COORDINATOR EXAM EASTERN REGION

Dear Applicant,

The United Scenic Artists, Local USA 829, Art Department Coordinator Exam is a screening process for admitting those individuals who earn a living by working as a coordinator in Art and Set Decoration Departments of professional film and television projects. Because we are looking for persons with practical experience, students are advised not to take the Exam. This category is not looking for applicants who are merely interested in learning what Art Department Coordinators do, but rather those who are already working in the field.

The following items must be submitted to the Art Department Coordinator Exam Committee at the Union office by the appropriate deadlines, as specified on the Date Schedule:

- 1 Completed Application
- 7 Copies of Current Résumé (including specific history of employment, *especially dates of production*)
- 3 Letters of Recommendation (minimum) from professional, *not academic*, contacts. Of these recommendations, two (2) should be from persons who work within an Art Department and one (1) should be from a non-Art Department, production related person (i.e. Production Manager, Line Producer, Accountant, etc.). Recommendations are to be mailed directly to the Art Department Coordinator Exam Committee by the person writing them.
- 5 Self-addressed Adhesive Mailing Labels
- 1 \$200.00 combined Certified Filing & Exam Fee on a ***Personal Check only*** made payable to:

**United Scenic Artists Local USA 829**



29 West 38<sup>th</sup> Street  
15<sup>th</sup> Floor  
New York, NY 10018

tel: 212-581-0300  
fax: 212-977-2011

[www.usa829.org](http://www.usa829.org)

The Art Department Coordinator Examination consists of a one-hour (1-hour) written practical exam, followed by a twenty-minute (20-minute) Interview. During the Interview, a panel of working coordinators will review and discuss your résumé and application materials with you, and will discuss your work-related experience. In addition, your practical exam will be graded and the results will be discussed with you.

Within two (2) weeks following the Interview, you will receive written notification of the panel's decision by mail.

If you have any questions about the Exam, you may contact:

James Bednark • [james.bednark@gmail.com](mailto:james.bednark@gmail.com) • 212-851-6285

*Do not call the Union office as they cannot answer questions or take messages for the committee!* Also note: your initiation and IATSE fees must be paid *within three (3) months of being notified* of the recommendation for membership. After three months your membership recommendation will be forfeited. **Please do not apply if you cannot afford to pay the full initiation and IATSE fees within three months of being recommended for membership.**

Thank you for your interest in the United Scenic Artists, Local USA 829.

Sincerely,

THE ART DEPARTMENT COORDINATOR EXAM COMMITTEE