

Factsheet #4



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ACTRA Advantage: Working with professionals

Your rights and standards

Producers engage ACTRA members because they meet a standard of skill, training and dedication to their craft. As an ACTRA member, you are expected to be professional. You also have rights and standards you can expect as a professional.

ACTRA Member Responsibilities:

When you accept the booking from your agent or the casting director, make sure you have a clear idea of the requirements of the role, the location, the time and the date of the shoot. If anything is unclear, ask questions.

At the time of booking, inform your agent or the casting director if you have a commitment for other work that could limit your ability to do overtime on that day.

Your word is your bond – if you accept a booking, you're committed to that production for the duration of the production day. Don't cancel!

Be on time. A professional always arrives prepared to work at least 10 minutes before call.

Be organized. If the production asks you to bring wardrobe, have it ready to show to the wardrobe assistants.

Follow instructions. When you're moved from place to place, go quickly and quietly.

Don't bring valuables to a production.

Don't take food, drinks or anything that's not part of the set onto the set.

Respect the set. Don't rearrange things to suit yourself.

Don't wear your own make-up to the set unless asked. Don't rearrange your hair, make-up or wardrobe for personal comfort.

Do your job, remember your actions and give the same actions each time – unless directed otherwise.

ACTRA Toronto has more than 15,000 members and is the largest organization within ACTRA (Alliance of Canadian Cinema, Television and Radio Artists). As an advocate for Canadian culture since 1943, ACTRA continues to secure the rights and respect for the work of professional performers.

ACTRA Member Responsibilities (continued):

Listen attentively. Don't make the Assistant Directors (AD) repeat instructions.

Be aware of equipment and what the camera is doing. Learn to know when you're in a frame and when you're not.

Take washroom breaks during slow times.

When you go for a break, tell the AD, Production Assistant or casting person responsible where you're going. Don't just wander off, and always return immediately.

Your Rights on Set:

- The right to a fair wage.
- The right to compensation for use of your image and performance.
- The right to safe and acceptable working conditions.
- The right to artistic freedom.
- The right to maintain control over artistic output.
- The right to be treated respectfully as an integral part of the film and television production industry and as a contributing member of the Canadian cultural fabric.

Working Rules for ACTRA Members:

These rules are essential in maintaining our collective agreements and in protecting the rates and working conditions we have won through years of negotiations.

- Do not work for engagers who are not signatories to the relevant ACTRA agreement.
- Do not work without a signed contract.
- Do not work for a fee less than the minimum set out in the relevant agreement.
- Only work with ACTRA members in good standing or non-members permitted by ACTRA.