



IATSE LOCAL 99
International Alliance of Theatrical Stage Employees
526 West 800 South
Salt Lake City, Utah 84101
Office: (801) 359-0513

Venue - House Position(s) Policies and Procedures:
Updated 7/10/2023

APPLICATION:

- Persons who seek a referral for these Positions will submit an electronic application on the IATSE Local 99 website along with a cover letter and resume.
- The House Position Appointment Committee (HPAC) will then review applications and submitted paperwork.
- An interview will be scheduled with the applicant and interviewed by a minimum of three (3) members of the HPAC.
- HPAC will recommend three (3) applications to be considered by the venue resident employer(s)
- Venue resident employer(s) will have the final say in the application process.

INSTALLMENT:

- A Probationary period of six (6) months may be enforced by the venue resident employer(s), upon installation of the new House Positions.
- House Heads are expected to accept a minimum of 90% of calls and House Assistants need to accept a minimum of 80% of calls within a calendar year, in order to stay current with their agreement. To accept these positions is to be dedicated to them before any other calls. Exceptions may be allowed dependent on special conditions, such as medical or family emergencies or union business. Deviation from the 90%/80% requirements must be arranged for with the House Steward or the Business Agent.
- Those House Positions not used on a show call will receive first right of refusal in another department. The Steward will assign them to departments as applicable, and as skill sets allow.

HOUSE POSITION REVIEW:

- All House Position Personnel will be up for review after a two (2) year period or upon need, depending on complaint or disservice to the position or its employers.
- Review must include a committee of a minimum of three (3) members plus the employer.
- If the Personnel in review isn't being a service to that position, the review committee in conjunction with employer can decide to put that person on a step by step plan of action that is developed to bring them back in line with their positions requirements and skill levels (a minimum of ninety (90) calendar days), given there is appropriate documentation. Corrective action will be communicated via a written notice.
- If Personnel in review are in disagreement of decisions by the review committee and the employer, they may file an appeal with the Executive Board. Appeals must be submitted in writing within two (2) weeks of having received the Corrective Action notice and must state the reasons for appeal.

AMERICAN FEDERATION
OF LABOR

UTAH STATE FEDERATION
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I have read and been informed about the content, requirements, and expectations of the House Position Policies and Procedures for IATSE Local 99. I have received a copy of the policy and agree to abide by the guidelines and conditions set forth.

I understand that if I have questions, at any time, regarding the House Position Policies and Procedures, I will consult with the Steward or the Local 99 Business Agent.

Please read the House Position Policies carefully to ensure that you understand before signing this document.

Venue: _____

Position: _____

Employee Printed Name: _____

Employee Signature: _____

Date: _____

Receipt By: _____

Date: _____