



**Guild Apprenticeship Program Application
Set Production Assistant (Set PA)**

**Submissions: May 27th – May 30th, 2025
(Deadline: May 30th at 12:00 PM)**

QUALIFICATIONS FOR SET PA APPRENTICESHIP

1. Must be a Canadian citizen or permanent resident.
2. Must be 18 years of age.
3. Relevant paid work experience. For details see the credit form section below and on pages 6-7.

APPLICATION CHECKLIST

Please submit your application, including all required documents as one (1) PDF file via email to gap@dgcontario.ca with “(Full Name) Set PA Application” in the subject line. Applications that are missing information or documents will not be processed.

Your application should include the following:

- Copy of Canadian Citizenship or Canadian Permanent Residence
(Please provide the most up to date version of your Canadian Passport, Birth Certificate or PR Card)
- Cover Letter
Outline your motivations for applying to the GAP Set PA stream and seeking a career in the Assistant Director (AD) Department within the screen-based industry.
- Current Resume
- Proof of Address
Government Issued Photo ID that confirms your address or residency in Ontario.
- Three (3)** Letters of Reference
All three letters must be professional or work references (e.g. supervisor, manager, professor, etc.). At least one reference letter from a Full DGC Member in the AD Department would be an asset but is NOT required.
NOTE: Please do not submit more than three Letters of Reference.
- Complete Credit Form (pages 6-7)
*Proof of 20 paid days of Production Assistant experience, over two or more productions. **Preferably all 20 paid days are worked within the AD department (e.g. 1st AD, 2nd AD, 3rd AD, 4th AD and/or Set PA).** If not, at least 15 of those 20 paid days must be worked within the AD department. The remaining 5 days can be a combination of LPA/ECO/OFFICE PA days, or work in theatre as an ASSISTANT STAGE MANAGER. As proof of paid days worked, the Guild requires pay stubs and call sheets. The only exception to paid work is volunteer work on Canadian Film Centre productions in one of the above capacities, which must be verified by a letter from the production supervisor. **All days included on the Credit Form must have been worked within the last five years.***
- Copies of the following two (2) certificates:
 - Workers Health and Safety Awareness in Four Steps, per Ontario Regulation 297/13
NOTE: The course you must complete is the Ontario ‘Workers Health and Safety Awareness in Four Steps’ certificate linked directly on our GAP homepage. Other health and safety certifications cannot be accepted in place of this.
 - Workplace Hazardous Materials Information System (WHMIS)
Recommended third party WHMIS vendors are linked on the GAP homepage.

IMPORTANT PROGRAM DATES

Please note that all dates are subject to change.

INTERVIEWS: June 18th, 2025 – June 22nd, 2025 (*date and time will be assigned*)

MANDATORY TRAINING: July 9th, 2025 – July 20th, 2025 (*dates and times will be assigned*)

TRAINING IS MANDATORY AND WILL BE HELD IN-PERSON.

Please ensure your availability. If you are unavailable during the interview period or unable to complete all training sessions, you will need to apply for the next intake (i.e., GAP 2026).

- GAP Orientation & Building a Respectful Workplace, one full day between **July 9th - 11th, 2025**
- Set PA Fundamentals, two and a half days from **July 12th - 14th, 2025**
 - *Please note that a Review Quiz will be held on the morning of July 14th, 2025. The quiz will be 90 minutes long and be comprised of short answers, terminology definitions, and true or false questions.*
 - ***A passing grade of 80% will be required to successfully complete the Set PA Fundamentals Training and be accepted into the Guild Apprenticeship Program.***
- Walkie Management, one full day between **July 17th - 20th, 2025**
- Intro to Production Paperwork, one full day between **July 17th - 20th, 2025**

PAYMENT DUE: July 15th – 22nd, 2025 (*deadline, July 22nd, 2025, before 4:30pm*)

ACCESSIBILITY AND ACCOMMODATIONS

DGC Ontario is a provincial labour organization with a strong commitment to diversity, equity, inclusion, belonging, and accessibility. We encourage Apprenticeship and Membership applications from members of underrepresented groups, including Black, Indigenous, racialized, 2SLGBTQI+, disabled, women, gender-diverse individuals, and those with intersectional identities.

To support this, we will work with individuals to provide reasonable accommodations throughout the application process and, if successfully accepted into GAP, during the mandatory onboarding training sessions. If you have accessibility needs or require accommodations to fully and meaningfully participate, please reach out to Amber Munro, Apprenticeship, Outreach & Equity Manager, in advance at amunro@dgcontario.ca

PAYMENT AND ACTIVATION

The program fee is \$700 + HST, for a total of **\$791.00**.

Payment is due upon acceptance and successful completion of mandatory training.

Apprenticeship will be activated once payment has been processed.

Executive Board of Directors Guild of Canada, or either of their Membership or other committees, as they now exist or as they may hereafter be amended.

I agree to the Guild's Guild Apprenticeship Program Check-off of two percent (2%) being deducted from my gross remuneration and remitted by my engager to the Guild on a weekly basis.

The DGC Ontario's name, logo, trademark or trade name and all other intellectual property rights (the "**DGC Ontario Name and Logo**") in them are owned or controlled by DGC Ontario. All rights, titles, and interests in and to the DGC Ontario Name and Logo are the properties of DGC Ontario. Members may not use the DGC Ontario Name and Logo without the written consent of DGC Ontario.

I understand and agree that should any information herein provided by me prove to be false, the Guild may expel me from the Guild Apprenticeship Program thereby terminating my right to work within the jurisdiction of the Guild as a Set Production Assistant.

Name: Date:

Signature:

CREDIT FORM INSTRUCTIONS

List ALL of your paid production days or days worked on Canadian Film Centre (CFC) shows during the last five years, in the eligible job categories, on the credit form.

Eligible job categories include any positions worked within the **AD department (e.g. 1st AD, 2nd AD, 3rd AD, 4th AD and/or Set PA), LPA, Eco PA, Office PA, and Assistant Stage Manager in theatre.**

We ONLY require proof and documentation (pay stubs and call sheets for each day worked) for 20 of the required days, over two or more productions, listed on your credit form. Preferably all 20 required days are worked within the AD department. If not, at least 15 of those 20 required days must be worked within the AD department. The remaining 5 days can be a combination of LPA/Eco PA/Office PA days, or work in theatre as an Assistant Stage Manager. If you include any days worked outside of the AD department, then in the credit form, in the crew position column, please note your job duties in that position and highlight any duties/skills that are transferable to the AD department.

If you do not have pay stubs and call sheets for the 20 days, please submit a signed letter verifying paid employment or CFC days, position, and number of paid/CFC days worked (month, date, year) from the appropriate producer or supervisor for each production, OR a database report from DGC staff where applicable (e.g. if you have permitted in the AD Department or worked as an LPA on a DGC Ontario signatory production).

Any paid production work **outside** the eligible job categories or departments, as well as student film and volunteer experience, should be listed on your resume **ONLY**. The only exception to this rule is if it's volunteer work with the Canadian Film Centre (CFC) in the AD department, as this work can be included on the credit form.

NOTE: If an applicant has extensive work experience (150 paid days or more over a minimum of 3 productions in a DGC Ontario job category), they may be eligible to join DGC Membership directly. Membership applications are accepted year-round. Please find more information on how to apply by visiting our ["Join a New Applicant"](#) webpage.

Please complete the Credit Form below on Page 7.

CREDIT FORM

Production Title	Year	Type of Production	Crew Position	Number of Days Worked	Method of Verification Attached (i.e., Pay stubs and call sheets OR letters from supervisor)

TOTAL DAYS WORKED =