



## **Guild Apprenticeship Program Application**

**Trainee Assistant Art Director (TAAD) &  
Trainee Assistant Art Director – Coordinator (TAAD-COORD)**

**Submissions: March 31<sup>st</sup> – April 3<sup>rd</sup>, 2025**

**(Deadline: April 3<sup>rd</sup> at 12:00 PM)**

## QUALIFICATIONS FOR TAAD & TAAD-COORD APPRENTICESHIP

1. Must be a Canadian citizen or permanent resident.
2. Must have a G2 driver's license.
3. Must be 18 years of age.
4. TAAD Applicants must submit a portfolio. For TAAD-COORDs please see more information in the resume and credit form sections below.

### APPLICATION CHECKLIST

Please submit your application via email to [gap@dgcontario.ca](mailto:gap@dgcontario.ca). Please see submission instructions on Page 10. 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)*
- Copy of G2 or Full G Ontario Driver's License
- Cover Letter  
*Outlining your motivations for seeking a career in the Art Department within the screen-based industry.*
- Current Resume  
**TAAD Applicants:** resumes should highlight all production experience within the Art Department or relevant art-related experience.  
**TAAD-COORD Applicants:** resumes should highlight all relevant administrative/coordination experience including any production experience (i.e., Office PA, Production Coordinator) and any other related industry experience.
- Three (3) Letters of Reference**  
*At least two must be professional or work references (e.g. supervisor, manager, professor, etc.)*  
**NOTE:** Please do not submit more than three Letters of Reference.
- Digital copies of work samples (Portfolio) – (pages 8-10)  
*A portfolio is only required for Trainee Assistant Art Director (TAAD) applicants. It is not applicable for Trainee Assistant Art Director-Coordinators (TAAD-COORD) applicants.*
- Complete Credit Form (pages 11-12)  
**TAAD Applicants:** any paid screen-based experience within the Art Department is considered an asset but is not essential.  
**TAAD-COORD Applicants:** any screen-based experience such as Office PA and/or Production Coordinator experience is considered an asset but is not essential.
- 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.*

**TAAD PORTFOLIO REVIEW:** April 27<sup>th</sup>, 2025

*Please note: Additional work samples and/or a short interview may be requested.*

**TAAD-COORD INTERVIEWS:** April 25<sup>th</sup> – April 26<sup>th</sup>, 2025 *(date and time will be assigned)*

**MANDATORY TRAINING:** May 6<sup>th</sup> – May 24<sup>th</sup>, 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 **May 6<sup>th</sup> - 8<sup>th</sup>, 2025**.
- Art Department Fundamentals, one half day between **May 9<sup>th</sup> - 10<sup>th</sup>, 2025**
- Art Department Coordination (TAAD-COORD only): one full day on **May 24<sup>th</sup>, 2025**.

**PAYMENT DUE:** May 14<sup>th</sup> – May 23<sup>rd</sup>, 2025 *(deadline, May 23<sup>rd</sup>, 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](mailto: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.

# GUILD APPRENTICESHIP PROGRAM APPLICATION

## Trainee Assistant Art Director (TAAD-GAP) & Trainee Assistant Art Director - Coordinator (TAAD-COORD-GAP)

I am applying to be a:  Trainee Assistant Art Director (TAAD-GAP)  
(Please select one)  Trainee Assistant Art Director – Coordinator (TAAD-COORD-GAP)

Legal Name:   
(Please print) Last First Middle

Public Name, if different from Legal:   
(Please print)

Mailing Address:

City:  Province:  Postal Code:

Phone Number:  Email:

Date of Birth:  S.I.N:

Canadian Citizen OR  Permanent Resident (must provide documentation for one or the other)

G2 or Full G Driver's License Proficient in another language:

Pronouns:  Gender:  Male  Female  Gender Non Conforming  Prefer not to disclose

Have you applied to the GAP program before?  No  Yes If so, when?

**References:** Three (3) References\* (*also include reference letters\**):

1. Name:  Relationship:
2. Name:  Relationship:
3. Name:  Relationship:

How did you hear about GAP?

**NOTE: Please read and sign below.** Applications without a date and digitally verified or scanned hand-written signature will not be processed.

I hereby make an application to the Directors Guild of Canada – Ontario District Council (the “Guild”) Guild Apprenticeship Program - Trainee Assistant Art Director (GAP-TAAD) or Guild Apprenticeship Program -Trainee Assistant Art Director - Coordination (GAP-TAAD-COORD). I understand that acceptance of my application includes permission to work on Guild Signatory Productions in the specified entry level position for such duration as defined below this application form.

I agree to abide by and fulfill the requirements as outlined, within a maximum period of 12months. I also understand that it is my sole responsibility to provide proof of having met these requirements, including acceptable proof of work as a GAP-TAAD or GAP-TAAD-COORD in the form of: payroll records, signed Guild Deal Memos, prescribed log sheets or other means deemed acceptable by the Administrator of this Program. I understand that I must complete the Program with all the requirements as outlined before making an application for Membership in the Guild.

I understand that the Guild may terminate my participation in the Guild Apprenticeship Program at any time, with or without advance notice, acting reasonably. I understand that as a participant in the Guild Apprenticeship Program, I am not a Guild Member, but I hereby agree to be bound by and observe the Guild's Code of Ethics and Professional Conduct as set out in its by-law or otherwise, as well as any policies, rules or directives of the Guild's Executive Board, or the National 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 Trainee Assistant Art Director or Trainee Assistant Art Director-Coordination.

Name:  Date:

Signature:

## ART DEPARTMENT ABILITIES AND QUALIFICATIONS

For Trainee Assistant Art Director applicants only:

**Abilities:** Please place a checkmark next to any abilities you possess.

<input type="checkbox"/>	Working knowledge of drafting and ability to read drawings
<input type="checkbox"/>	Strong research abilities
<input type="checkbox"/>	Freehand drawing ability

**Qualifications:** Please place a checkmark next to the areas in which you have experience.

<input type="checkbox"/>	Art department in film, theatre, and video production
<input type="checkbox"/>	Design and design related fields: video/television art direction and staging; theatrical stage design & technical direction
<input type="checkbox"/>	Architectural and interior design & technology
<input type="checkbox"/>	Graphic, motion graphic, and/or user interface (UI) design
<input type="checkbox"/>	Concept art & storyboarding
<input type="checkbox"/>	Other departments with technical skills transferable to the needs of an art department, please describe: <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 5px;"></div>

Please use the following charts to indicate your current level of ability, knowledge, and expertise. If 'experienced' or 'skilled' has been indicated, please ensure to provide samples that demonstrate these abilities within your portfolio:

<b>A. Ability to:</b>	<b>unfamiliar</b>	<b>familiar</b>	<b>experienced</b>	<b>skilled</b>
Prepare location plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare preliminary designs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare completed designs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare graphic designs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide variations on a concept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpret thumbnail sketches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quick sketch techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare accurate hard line drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take photographs for reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>B. Working knowledge of:</b>	<b>unfamiliar</b>	<b>familiar</b>	<b>experienced</b>	<b>skilled</b>
Architectural standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type styles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printing & reproduction processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design model building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budgetary limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Graphic Computer programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motion Graphic programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>C. Related Specialized Skills</b>	<b>unfamiliar</b>	<b>familiar</b>	<b>experienced</b>	<b>skilled</b>
Illustration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perspective Sketch Techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Perspective Drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motion Picture Camera Lenses & their effect on design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## WORK SAMPLE SUGGESTIONS FOR TAAD APPLICANT'S PORTFOLIO

There are several disciplinary streams within the Art Department--Set Design, Graphic Design, and Motion Graphics. Ideally, the broader the spectrum of skills an applicant can display in a portfolio across these streams the better, but you should always highlight your strengths. An applicant's portfolio should always include multiple examples of design work from multiple projects. Samples should necessarily demonstrate the conceptual stages of the design process. How you have worked through and developed a design, and your ability to communicate that process, is as important as the end product.

It is important to make an honest representation of your skills within the submitted materials of your portfolio. **Any work that is developed with generative AI tools must be labeled as such in your portfolio to remove any ambiguity.** As the use of generative AI in workflows in the entertainment industry opens up legal liabilities, dependency on these tools to produce your work means that the work you produce may not be acceptable for the use of the production.

Therefore, it is imperative to demonstrate your range of skills and talents without the use of generative AI tools. Your choice to include generative AI developed work is for a demonstration of your capabilities with emerging technologies and may or may not help your application. Please also be aware that some programs have been trained with the unauthorized use of artists images and the inclusion of generative AI work in your portfolio may also have a negative effect on how your portfolio is perceived due to the ethical implications. This is a developing issue and the DGC is in the process of creating specific policies.

The DGC values transparency and disclosure in your submitted portfolio. Please identify the programs, methods and sources for your work. The inclusion of "process" pages or description is an integral part of a successful portfolio. **It is preferred that all portfolio work samples submitted are from projects that you created on an individual basis. However, if you are needing to include group/team project work samples, you are required to clearly indicate your contribution and explain your work process.**

If requested by the Apprenticeship review panel, you may be asked to show or demonstrate your working process.

The following sample suggestions are examples only. An applicant's portfolio does not need to include everything suggested and does not need to be limited only to what has been suggested. Screen Industry Art Departments generally function as an Architect's Office, an Interior Design Office, an Industrial Design Office, and a Graphic Design Office. Any work appealing to these disciplines should be included if it falls within your skillset.



## GRAPHIC DESIGN

Software based designs executed in Adobe Creative Suite, Inkscape, Corel Draw and PaintShop, Vector software, among other programs, would be welcome. An Art Department communicates their designs in .AI, .JPG, .TIF, and .PDF formats. Additionally, samples of hand drawings and sketches, or even paintings, will always enhance a portfolio and indicate an ability to illustrate quick concepts when collaborating with designers and the other craftspeople responsible for final physical renderings. Using any or all of these aforementioned tools, some good examples of design work for a portfolio might include logo treatments, packaging, and photo manipulation, to name a few.

Additional suggestions below:

- 1). Show a range and ability to work in different styles. A lot of the job is being able to adapt to different aesthetics as required. Show that you can generate a convincing graphic that could have existed in a specific time period. Graphics in the 1960s, for example, will look very different from a graphic generated in 2025!
- 2). Show a variety of different types of everyday design and make sure to pay attention to the details that make those items convincing (we are supposed to be master forgers after all!). Everything from fancy logos to the most mundane label or paperwork. Here are some examples of things that frequently come up:
  - Food/drink packaging
  - IDs
  - Magazine covers
  - Forms (i.e., police reports, government forms, etc.)
  - Newspapers
  - Ad for fictitious brand
  - Store signage
- 3). Show the process-to-physical-realization of your work. If you created packaging, show your work as a graphic, but also show a photo of the packaging printed and assembled.

## MOTION GRAPHICS

Interface designs that showcase an understanding of User Interface and User experience, designed with Illustrator. Animated elements showcasing an understanding of timing and visual importance of information. The ability to use After Effects is strongly recommended, as are samples of 3D modelling software for the purposes of animation and design (e.g., Cinema 4D, Maya, Max). Compositing and editing software design samples (e.g., Nuke, Premiere, Avid, Final Cut X, and DaVinci Resolve) would also be welcome, particularly if you could present such samples on a website or screen. Likewise, being able to provide any samples of particle simulation or any other animation-based skills would be valuable as a portfolio supplement.

## SET DESIGN

Samples that communicate a design (floor plans, elevations, sections, details) in 2D drafting software (e.g., Autocad, VectorWorks, Rhino, SketchUp Layout), and a working knowledge of 3D modelling software (e.g., SketchUp, Rhino, SolidWorks), would be welcome. An understanding of materials, millwork, and basic construction methods is also important as your designs in the Art Department will need to be communicated to those responsible for constructing them. As in Graphic Design, samples of hand drawings, architectural sketches, or even paintings, will always enhance a portfolio, but should be present as a supplement, not a substitute, for your other work. Please provide individual work and not group work samples.

All drawings relating to a minimum of two separate design projects:

- Dimensioned floor plans with door/window schedule and finishes schedule
- Dimensioned elevations
- Dimensioned section drawings
- Dimensioned detail drawings
- 3D model views of the project
- Which programs were used in the execution of the 2D and 3D drawings

## CONCEPT ART

Please show samples of character design, environmental design, or prop design. Your portfolio should include research, studies, and sketches alongside the final artwork. A good understanding of the following software is crucial: Adobe Suite, Procreate, SketchUp, Vray, Cinema 4D, Zbrush, Blender, 3ds Max, etc.

## SUBMISSION INSTRUCTIONS

**TAAD Applicants:** Please submit your application and portfolio as TWO (2) separate PDF files via email to [gap@dgcontario.ca](mailto:gap@dgcontario.ca) with “(Full Name) TAAD Application and Portfolio” in the subject line. The portfolio PDF should be 20 pages or less with a maximum file size of 12 MB. Submit the link to your online portfolio or website if you have one (optional). Preferred formats are 11x17 or 8.5x11.

**TAAD-COORD Applicants:** Please submit your application, including all required documents as ONE (1) PDF file via email to [gap@dgcontario.ca](mailto:gap@dgcontario.ca) with “(Full Name) TAAD-COORD Application” in the subject line.

**Applications that are missing information or documents will not be processed.**

## CREDIT FORM INSTRUCTIONS

**TAAD:** Please list ALL your applicable paid production or Canadian Film Centre (CFC) experience in the Art Department.

**TAAD–COORD:** Please list ALL your applicable paid production or Canadian Film Centre (CFC) work that highlights administrative or coordination-based experience (e.g., Production Coordinator, Office PA, etc.)

**If applicable, 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.** Alternatively, If you do not have pay stubs and call sheets for the 20 days, please submit a signed letter verifying paid employment, 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 Art Department on a DGC Ontario signatory production).

Administrative/coordination experience acquired outside of the screen-based industry, any paid production work outside the relevant job category or department, as well as student film and volunteer experience, should be listed on your resume ONLY. The only exception to this rule is if its volunteer work with the Canadian Film Centre (CFC) in the relevant department. This volunteer 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.*

**If applicable, please complete the credit form below on Page 12.**

### 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 =