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International Alliance of Theatrical Stage Employees Local 18

APPLICATIONS

An initial application is submitted for work through the Referral Hall. You might be contacted to attend a 20 minute in-person interview. Successful candidates will then attend a group onboarding session to learn about working as a Stagehand and how to navigate our dispatching system.

There are two main applications to complete: Stagehands Inc and Deer District for Fiserv Forum. You will complete the application for Stagehands Inc at onboarding, and you will be emailed the application for Fiserv Forum only after you have been offered a work opportunity and confirmed a call at that venue.

Applying and onboarding does not guarantee work. Work is dispatched at the discretion of the office staff and referral needs at any given time.

DISPATCHING RULES

Work assignments are dispatched through our *Call Steward* system based on skills, seniority, and availability. Review our *Referral Hall Rules and Regulations* on our website under *Resources* to learn about moving up in Status Groups or becoming a union Member.

CALL STEWARD

After being sent a password reset link, log in and explore the platform. Work assignments are sent out via text. Log in and respond to work assignments as quickly as possible. Confirm, Pass, or Decline immediately. Most calls are timed. If you do not confirm the call quickly, it may no longer be available to you. On occasion, last minute opportunities will be sent out via text and offered to the first that respond and have the appropriate skill set.

Confirm means that you commit to that work assignment and will check in with the Steward at the job, and ready to work by the start time.

Pass means that you can't work that job for some reason but are still available that day.

Decline means that you are not available that day.

Keep your **vacation/availability** up to date in your profile to expedite work calls. If you Pass/Decline often, you might not be offered work again.

If you need to **"call out"** from an assignment due to illness or another reason, you **MUST** contact the appropriate dispatcher immediately. Their contact information is at the top of this page.

JOB STEWARD / TECH LEAD

You must be prompt when reporting for work and check in with the Steward or Tech Lead upon arrival to the call. You are expected to always maintain a professional demeanor. The Steward is your union representative and is the point person for all matters regarding the work assignment, including breaks and being released from the call for the day.

PAYMENT OF WAGES and WORK LOCATIONS

There are several employers and payroll providers for the Local 18 Referral Hall. If you work at a “new to you” venue, you may be required to fill out additional payroll forms to receive wages. **Always bring your IDs for I9 verification and direct deposit information for your first time at a venue.**

Refer to the “Payroll Contact Information” sheet provided at onboarding for venue, payroll platform, and contact information for each employer that IATSE Local 18 refers Stagehands for work.

WHAT TO BRING

Always come equipped for work and weather. Dress accordingly with sturdy, closed-toe shoes and durable clothing. Know and understand the venue, location, job duties, and weather. The work includes pushing, pulling, lifting, climbing and crawling. Gloves are standard and strongly encouraged. A simple toolkit is important and includes a crescent wrench, cutting device (box cutter), a multi-tip screwdriver (multi-tool), and a small flashlight (headlamp).

BE PREPARED / FREQUENTLY ASKED QUESTIONS

Verify that you have the right time and place for the call. Allow time for traffic, security, and to find your way to where you need to be. If you have credentials, including parking or venue documents, be sure to bring them. Refer to our website under *Resources* for frequently asked questions.

BREAKS AND MEALS

Breaks are appreciated but not required under our contracts. A 15-minute break is generally after 2 to 2.5 hours during load ins only. Meal breaks are an unpaid 1 hour walk-away or a paid 30 minute break with a meal provided for you. Our contracts dictate that you must be given a meal break after 5 hours of work. Hospitality is offered at the discretion of the tour or venue, and only available to stagehands as dictated by the Steward. Smoking is only allowed in designated areas.

INJURY ON THE JOB / WORKER'S COMPENSATION

Contact the Steward/Tech Lead and complete a *Wisconsin First Report of Injury Form*. If you require medical attention, be sure to inform the medical provider that it is a Worker's Compensation injury for Stagehands Inc or for the employer depending on the venue. It is your responsibility to submit the First Report of Injury (within 7 days) and any information to the employer at that job so your claim can be processed by the appropriate insurance company. Failure to notify Steward/Tech Lead and the corresponding employer may result in your claim being delayed/denied and potentially having any medical costs become your responsibility.

Any work restrictions that affect your ability to be a Stagehand must be submitted to the IATSE Local 18 business office.