

PMI ENTERTAINMENT group



IATSE LOCAL 470 INFORMATION

Employer: PMI Entertainment Group, 1901 S. Oneida Street, Green Bay, WI 54304

Website: www.pmientertainmentgroup.com

Your Department: IATSE Local 470, Oshkosh

Your Job Title: Stagehand

Your Supervisor: Mike Townsend

Who to call if you have a scheduling question or would like to work additional shifts?

Ryan Graham, IATSE Business Agent / 920-479-5959 / BA@iatse470.com

What to do if you are injured? Communicate with the Union Steward and complete incident report located by Security 1.

Need to speak to a nurse right away? With the Union Steward or their assistant, call the Society 24/7 nurse triage hotline.

Payroll questions? Amy Beyer / 920-405-1104 / amy.beyer@pmiwi.com

Address/Direct Deposit Change? Complete form located by Security 1 and give to Union Steward.

Prohibition on Harassment and Discrimination

PMI Management expects that every employee is to be treated with respect and civility. We further expect our working environment to be characterized as open, cordial, diverse, welcoming, friendly, inclusive, professional and an enjoyable place to work for all employees regardless of gender, race, sexual orientation, gender identity, gender expression, religion, age, genetic characteristics, veteran status, disability, national origin, color, marital status, pregnancy, or any other personal characteristics protected by law ("Protected Personal Characteristics").

Stagehand Guide to the Resch Center

- ✓ Arrive early. Parking is available in the Lambeau Field lot.
- ✓ Enter the Resch Center at Security Door 1 on the north side of the Resch Center along Lombardi Avenue by the WLUK TV 11 building, unless otherwise instructed.
- ✓ If it is your first time working, you will need identification to fill out new hire paperwork. This could include driver's license, government issued photo ID, social security card, passport, tribal ID, military ID, etc.
- ✓ Dress code: avoid shirts with offensive slogans. Shorts are acceptable. A good pair of shoes is required: no open-toed or open-back shoes. Most work is done inside the building, but on occasion you do go outside. Please note hard hats are required, which are supplied by the Resch Center.
- ✓ Recommended tools include crescent wrench, multi tool plier, 9/16 open end/box end wrench, and a pair of work gloves.
- ✓ Check in with the union steward and stay in the check-in area. No wandering off.
- ✓ The steward or their assistant will give you further directions and assign you to a crew.
- ✓ In the event you are going to be late or unable to work, please contact the Business Agent as soon as possible at 920-479-5959. If you no call, no show or are continuously late without notice, you will be removed from the call list.
- ✓ There is a white board hanging on the wall outside of Security 1 facing the loading dock. This board has the name of your steward, assistant steward, the time for load out, the event name, and when paychecks will be mailed.
- ✓ Direct Deposit is available and recommended. It eliminates delays and allows for quicker correction in the event of a payroll mistake. You need your bank's routing number, account number, whether the account is checking or savings.
- ✓ The Business Agent will text or call you for future events. Please respond in a timely manner even if you are not available.
- ✓ IATSE 470 has a website with a calendar of upcoming work and educational information: www.ia470.com; IATSE 470 also posts many useful updates on Facebook.