



Local 817 Locations Quick Start Guide

This **Quick Start Guide** is for Industry Professionals seeking placement on the **Teamsters, Local 817 Locations Preference Lists** for the following four classifications: Assistant Location Manager, Location Scout, Location Department Coordinator and Location Assistant. Using the **Contract Services Industry Hub (thehub.org)**, you can apply for placement online and complete the online safety training required for your classification.

Overview:

The application process is entirely online. To begin, you'll need to create a free Portal account at the Contract Services Industry Hub. Using your Portal, you will (1) start the application process, (2) electronically sign an application form, (3) upload your required work experience documentation, and (4) complete two preliminary training requirements (General Safety and Harassment Prevention training). After that, your application process will be complete, and you will be able to complete your additional classification-specific safety training requirements.

If you complete all these steps (including the additional safety courses that become available after you complete your application), then your name will appear on the Industry Hub and your record will show as fully compliant.

We've created this step-by-step guide to get you started, but feel free to reach out to us if you have any questions or need help.

Step 1: Gather Work Experience Documentation

During the application process, you will need to provide documentation that demonstrates your eligibility. To be eligible for placement in a given classification, you must have worked at least thirty (30) days in that classification during the period October 1, 2021 through September 30, 2028. This work experience may be for a signatory employer to the Teamsters, Local 817 (Locations) Agreement or for a non-signatory employer, so long as the work was performed in New York, New Jersey and/or Connecticut and in connection with a motion picture production. (For more details, please review our **[Work Experience FAQ](#)**.)

You can demonstrate your work experience in two ways:

- **Option A:** The easiest way is through **Employment Verification Letters (EVLs)**, which can be obtained through most motion picture payroll companies. An EVL is a letter from your employer or payroll company that contains the information Contract Services needs to qualify you for placement on a Preference List.
- **Option B:** If you cannot obtain an Employment Verification Letter, you can provide other documents that show (1) the job you performed, (2) when the work was performed (i.e., specific dates of employment), (3) where the work was performed (it must have been in New York, Connecticut and/or New Jersey) and (4) that the job you performed was in connection with a motion picture production. You must also provide proof of payment showing that you were actually employed on the production.

For more information about acceptable work experience documentation, please review our **Work Experience FAQ**.

Step 2: Create Your Contract Services Portal Account

Before you can start your application, you will need a Contract Services Portal account. (If you already have an account, you can skip to Step 3 below and log into your Portal to start your application).

1. To begin, visit thehub.org and click on **“Create Account.”**
2. Next, under **“Tell Us Who You Are,”** select **“Industry Professional,”** under affiliation, select **“Basic Crafts,”** select **“Teamsters, Local 817 (Locations)”** and your classification under the dropdown menu (Assistant Location Manager, Location Scout, Location Department Coordinator, or Location Assistant).
3. Enter your contact information.
4. Next, you will receive an email with a link to create your password. After that, you are ready to start your application!

Did you know that in Hollywood, Teamsters Local 399 is part of a group of unions called the “Basic Crafts?” While that term does not apply to Teamsters, Local 817, you will need to select “Basic Crafts” in order to complete your application. Our apologies for any confusion. We will be updating our system to correct this in the near future.

Step 3: Start Your Application and Upload Work Experience Documentation

1. Log in to your Portal at thehub.org. If this is your first time logging in since you created your account, you can select “**Start Application.**” If this is not your first time logging in, navigate to your Dashboard and select “**Apply as New Classification.**”
2. You will receive a “**Teamsters, Local #817 (Locations) Preference List Application**” email from “**CS System Account via Conga Sign**” to complete and sign. Once signed, your application will show as “**Under Review.**”
3. Next, submit your Work Experience Documentation by uploading it to your Portal. Contract Services will review your work experience and notify you if additional information is needed.

Step 4: Take Your Preliminary Training

1. After you submit at least one day of work experience, you will have access to take the preliminary training (General Safety and Harassment Prevention training) which are required to complete the application process.
2. Using your Portal, select “**View Details**” under your pending classification to view and launch your **General Safety** and **Harassment Prevention** training.

Pro Tip

You can track your application process in real-time through your Portal. Contract Services will notify you if additional information is needed.

Once your preliminary training is complete and all other application requirements have been met, you will receive a notice that you have been “placed” into your classification.

(Congratulations!) Your name will be added to the applicable Preference List.

Step 5: Complete Your Additional Safety Training

After you complete your application, you will be notified that you have additional classification-specific safety training requirements. Log back into your Portal and you can complete these additional courses. This will ensure that your record appears “training compliant” on the Industry Hub.

Need Help?

If you have questions or need help, please contact us at roster@csatf.org or 818.565.0550 extension 1100.

Or for general information about how to use the Industry Hub, create a Portal account, or start an application, [click here](#).