



## INDUSTRY HUB QUICK REFERENCE GUIDE

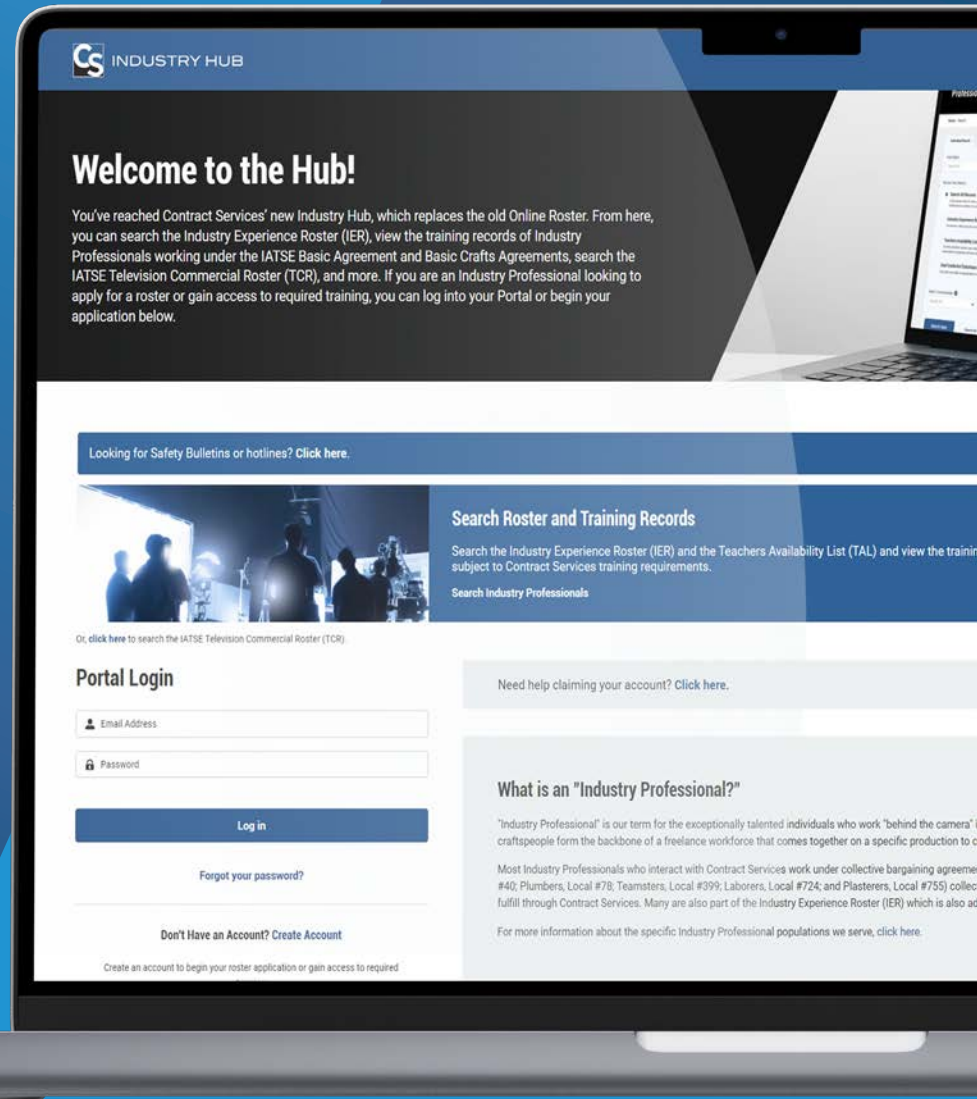
# HOW TO SEARCH FOR INDUSTRY PROFESSIONALS

A guide to searching roster and training records

### Need More Help?

Contact us at **818.565.0550** ext. 1100.

[thehub.org](http://thehub.org)



# MEET THE NEW INDUSTRY HUB

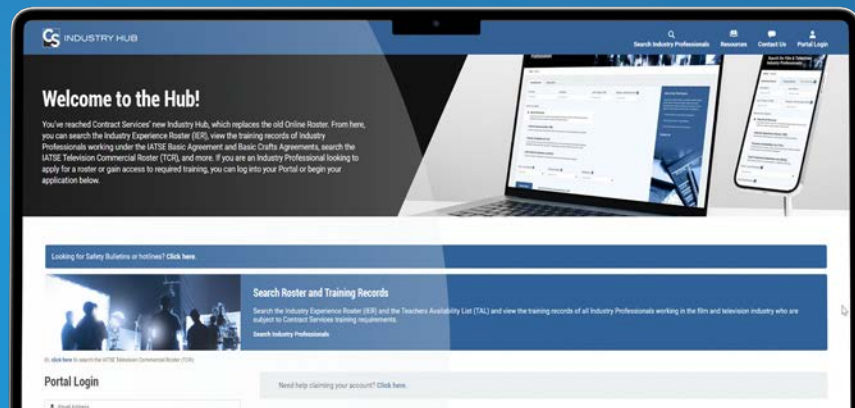
The Industry Hub ([thehub.org](http://thehub.org)) is a new tool that allows anyone to search the publicly available roster and training records of nearly 60,000 Industry Professionals working in the motion picture, television and commercial production industries.

## JUST LIKE THE OLD “ONLINE ROSTER,” YOU CAN USE THE HUB TO SEARCH:

- ✓ The Industry Experience Roster (IER)
- ✓ The Local #884 Teachers Availability List
- ✓ The Dual Credential Substitute List
- ✓ and, the training records of many Industry Professionals in “non-roster” classifications\*

You can also use the Hub to search for Industry Professionals placed on the IATSE Television Commercial Roster (TCR).

**This Reference Guide explains how to use the search feature of the new Hub.**



## What is an Industry Professional?

“Industry Professional” is our term for the exceptionally talented individuals who work “behind the camera” in the motion picture production industry. These tens of thousands of artists, technicians and craftspeople form the backbone of a freelance workforce that comes together on a specific production to create the film and television content enjoyed by millions around the world.



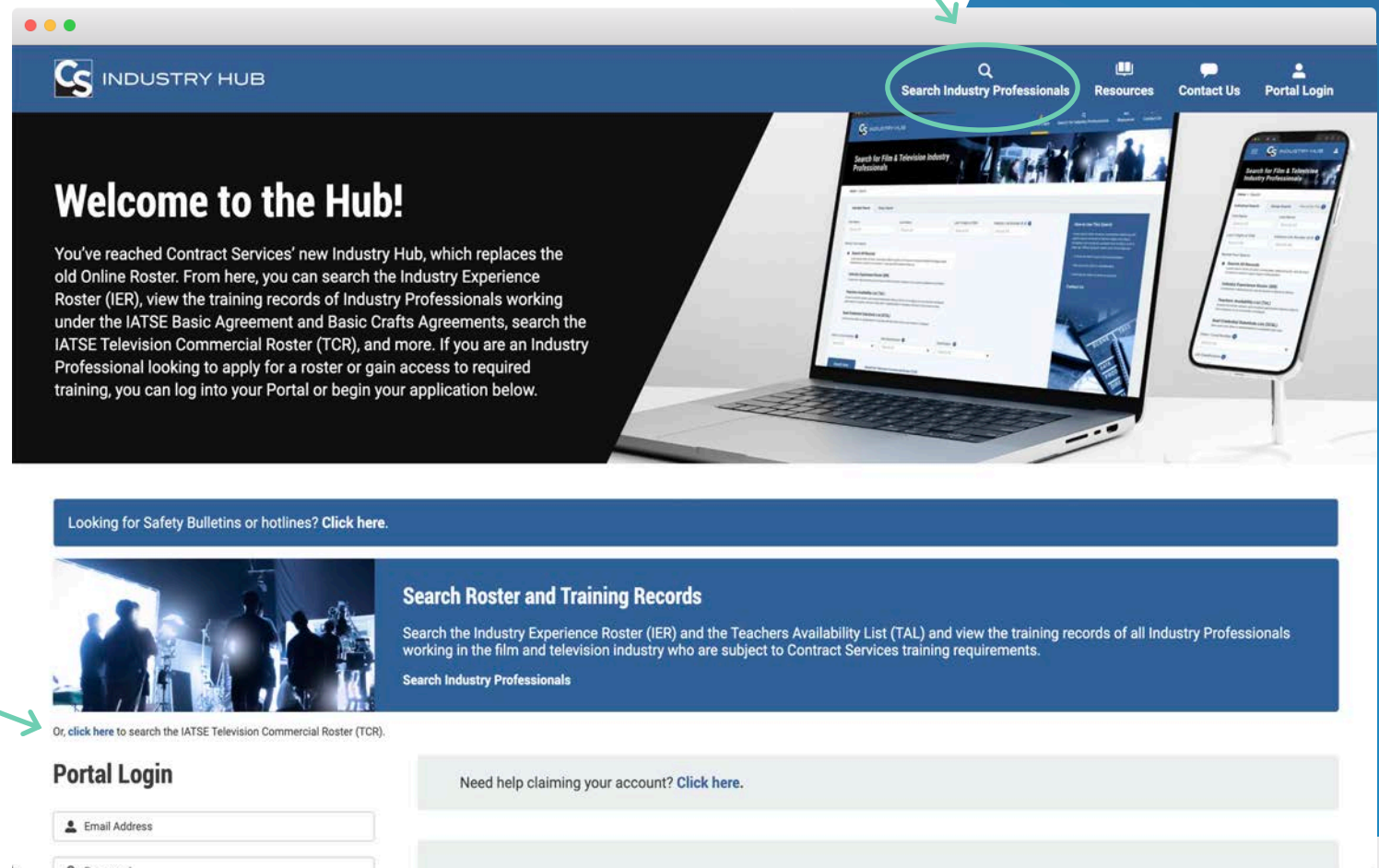
**\*Note:** Contract Services maintains roster and training records only for individuals working under specific collective bargaining agreements. (For more information about the populations we serve, visit [thehub.org](http://thehub.org).) If you are looking for the training records of individuals listed on the DGA Qualification Lists, please visit the [DGACA website](#). If you are looking for the training records of individuals working under the IATSE Area Standards Agreement, please visit the [IATTF website](#).

## HOW TO SEARCH THE HUB

When you visit the Hub (thehub.org), click **“Search Industry Professionals.”**

This will take you to the search page where you can search the roster and training records of Industry Professionals working in the film and television industry.

If you want to search the IATSE Television Commercial Roster, click **“Search the Television Commercials Roster (TCR)”** instead.



The screenshot displays the Industry Hub website interface. At the top, the navigation bar includes the 'Search Industry Professionals' link, which is circled in green. Below the navigation bar, a large banner reads 'Welcome to the Hub!' and provides a detailed introduction to the platform's features. A laptop and a smartphone are shown displaying the search interface. Below the banner, there are several sections: a link for 'Looking for Safety Bulletins or hotlines?', a 'Search Roster and Training Records' section with a 'Search Industry Professionals' button, and a 'Portal Login' section with input fields for 'Email Address' and 'Password'. A green arrow points from the text above to the 'Search Industry Professionals' link in the navigation bar. Another green arrow points from the text above to the 'Search the Television Commercials Roster (TCR)' link in the 'Search Roster and Training Records' section.

# HOW TO SEARCH FOR INDUSTRY PROFESSIONALS

Using the “Individual Search” tab, you can look up a specific Industry Professional or retrieve the results of all Industry Professionals on a particular roster or in a particular job classification.

To look up a specific Industry Professional, enter either **their name**, the **last 4 digits of their SSN**, or their unique **Industry Link Number**.

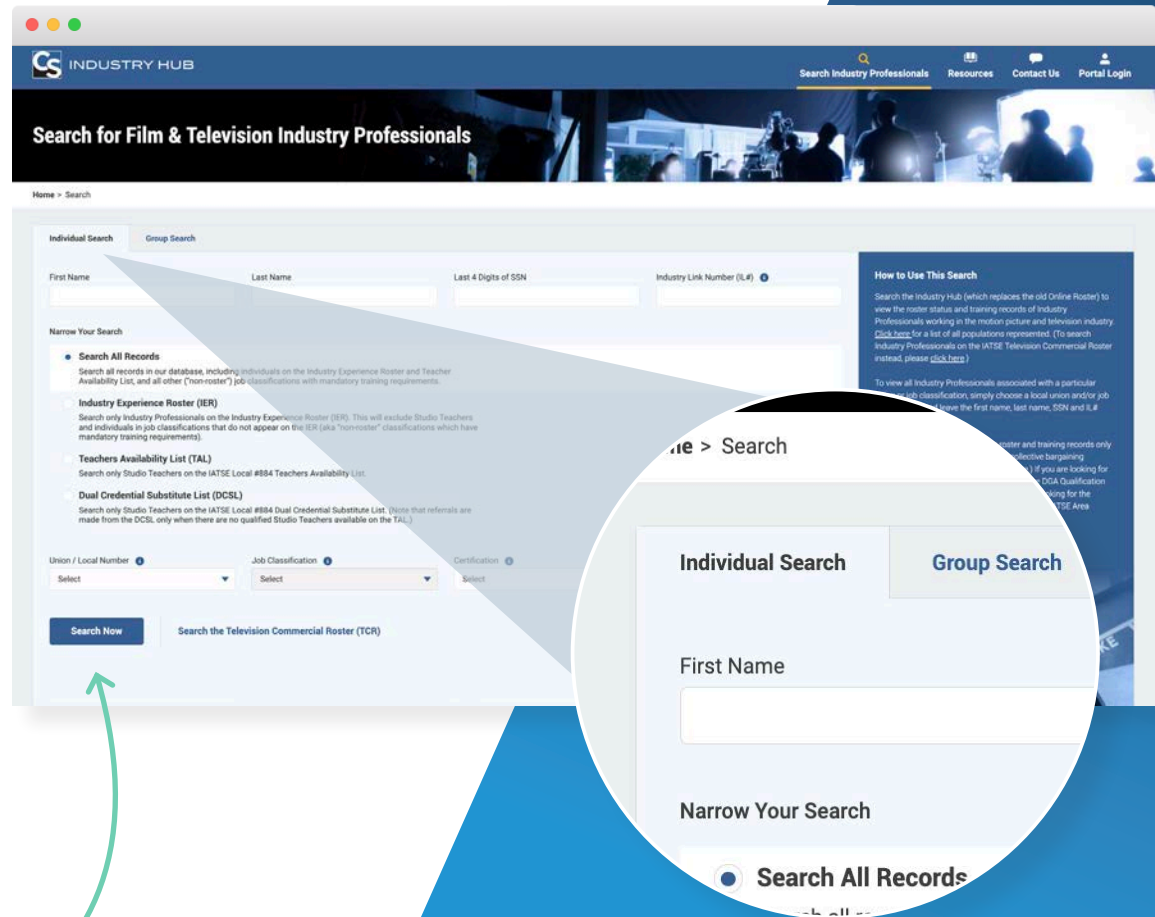
Alternatively, leave those fields blank to retrieve the records of **all Industry Professionals** on a particular roster or in a particular job classification.

If you don't narrow your search at all, you'll search “**All Records**,” which means everyone on the **Industry Experience Roster**, the **Teachers Availability List**, the **Dual Credential Substitute List**, as well as all the records of Industry Professionals who are not on a roster but still have training requirements (aka “**non-roster**” job classifications).

Or, you can narrow your search to any of those categories.

Finally, you can also narrow your search to Industry Professionals affiliated with a particular local union or working in a specific job classification.

When you're finished, click “**Search Now.**”



## Did you know?

A “non-roster” job classification is one which does not appear on a roster, such as the Industry Experience Roster (IER), but still has training requirements through Contract Services. There are approximately 13,000 Industry Professionals in about 40 different non-roster job classifications.

# HOW TO SEARCH FOR A GROUP OF SPECIFIC INDUSTRY PROFESSIONALS

The “Group Search” feature lets you look up multiple specific Industry Professionals at one time. This is useful if you want to check the roster status and/or training records of an entire crew, for example, who span many different local unions and job classifications.

Here’s how to use the “Group Search” tool:

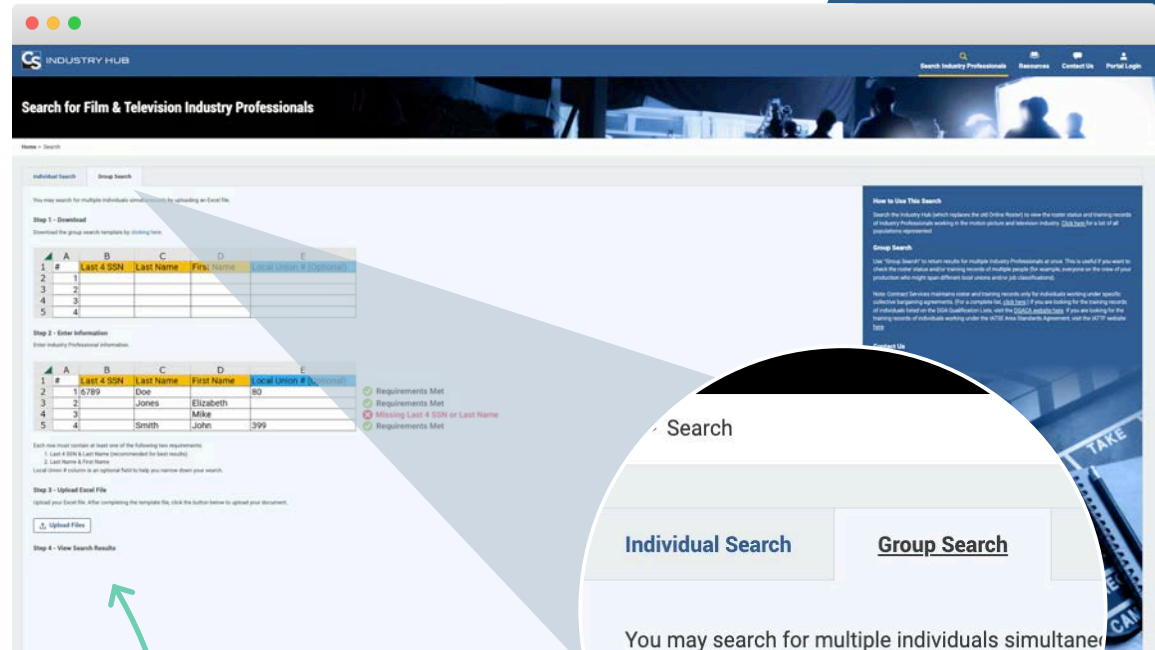
Complete “Step 1” in the “Group Search” tab by downloading the group search template. This template will download as an Excel file. To complete “Step 2,” open the template and fill in the information of the Industry Professionals you want to search for.

Each row must contain at least one of the following two requirements:

- Last 4 SSN and Last Name (recommended for best results)
- Last Name & First Name

(Local Union # column is an optional field to help you narrow down your search.)

After completing the template, **upload** your Excel file as “Step 3.” The Hub will then return search results for the specific Industry Professionals contained in your Excel file.



# HOW TO INTERPRET YOUR SEARCH RESULTS

Once your Search Results are returned, you'll notice a few things in your search results:

**1 Sash:** If you see a sash that says "IER" on the far left, it means the IP is in a job classification that's on the Industry Experience Roster. If the sash says "TAL," it means they are on the Teachers Availability List. If it says "TCR," it means they are on the IATSE Television Commercial Roster. And, if there is no sash, it means they are in a "non-roster" classification.

**2 Status:** If applicable, the status column will show whether the IP is "Compliant" or "Not Compliant" with the requirements of their classification. Each classification has different requirements.

**3 Name, Union, and Classification:** These columns will show the IP's name, the classification they're listed under and the union affiliated with that job classification.

**4 Required Documents:** Some classifications are required to maintain specific licenses, certifications or other documents. Those documents will appear in this column if applicable.

**5 Required Training:** All training required for the classification will appear here. A green check mark ( ✓ "Compliant") means the IP has satisfied that training requirement; a grey circle ( ● "Incomplete") means they still need to complete the training but their deadline has not expired; and a red triangle ( ⚠ "Not Compliant") means their training is past due.

The screenshot displays the 'Search for Film & Television Industry Professionals' interface. At the top, there's a navigation bar with 'INDUSTRY HUB' and a search bar. Below that, a header reads 'Search for Film & Television Industry Professionals'. The main content area shows '2 Results' and a table of search results. The table has columns for Status, Name, Union, Classification, Required Documents, and Required Training. The first result is for 'Doe, John', who is 'Compliant' and affiliated with 'IATSE, 884' as a 'Studio Teacher'. The 'Required Documents' column lists 'Studio Teacher's Certificate', 'Elementary Credential', and 'Secondary Credential', all with 'Status: Completed'. The 'Required Training' column lists 'General Safety and Injury and Illness Prevention Program (IIPP)', 'COVID-19 Prevention Training', 'Noise Exposure', and 'Reporting Child Abuse and Neglect', all with 'Last Completed' dates and 'Deadline: TBD'. A circular callout highlights the 'Compliant' status and the 'Compliant' button. A magnified view shows the 'Compliant' status and the 'Compliant' button next to the name 'Doe, John'.

**Don't forget!**  
You can click on the carrot ( ^ ) next to the Industry Professional's status to expand their record for more detail.