

AGENCY COORDINATOR III

The Agency Department of the Writers Guild of America, West is currently seeking qualified applicants for the position of Agency Coordinator III. This position is full-time, non-exempt (hourly) with full benefits and under the collective bargaining agreement between the PNWSU-WGSU and the WGAW. Compensation is commensurate with relevant experience. The annualized base salary range is \$62,285 – \$72,285.

The WGAW is an activist union representing thousands of writers of feature films and episodic content. Throughout its history, the WGAW has successfully secured creative rights, fair compensation, and premium benefits for its members, and recently reformed talent agency business practices to better align with the interests of writers. One way the WGAW builds power among writers is by providing them with the resources they need to understand, navigate, and confront challenges in the entertainment industry. In a landscape of corporate consolidation and technological change, an informed and organized membership has never been more important.

Under the supervision of the Director of Agency, the Agency Coordinator III provides professional and administrative support to the Agency Department, and also analyzes agency data and investigates potential MBA violations.

ESSENTIAL FUNCTIONS

1. Reviews and analyzes deal memos and contracts for compliance with MBA minimum terms; identifies deal terms requiring further review and analysis, including issues of strategic importance;
2. Enters meta-data in the appropriate database for deal memos, contracts, and reports from studios submitted as part of the Agency Department's series information requests;
3. Assists in the development and preparation of written reports assessing trends in contract and deal terms, including analysis by type of employment, made for market, employer and other factors;
4. In collaboration with the IT, Contracts and Research departments, develops and enhances databases of critical contract terms;
5. Provides research and administrative support to Agency Department investigations and enforcement efforts with respect to the Franchise Agreement, MBA, and individual writer deals;
6. Investigates potential MBA violations, including whether writers have been paid, and on a timely basis, for their writing services, and conducts enforcement which includes interpretation of MBA provisions, outreach to studios, writers, and their representatives, negotiations with companies regarding contract disputes, and drafting detailed transfer memos if studios refuse to comply with their MBA obligations;
7. Analyzes writer deals to identify below minimum terms in writer deals, and updates and maintains a detailed spreadsheet monitoring the status of outreach and enforcement in connection with contracts and deal memos that appear to be below minimum;
8. Generates agency reports using Reporting Services, and modifies the report as necessary;
9. Responds to emails in the Agency Mailbox and/or forwards to appropriate Agency staff as needed;
10. Assists in the development and implementation of agency outreach meetings and events;

11. Monitors the Agency Mailbox and other departmental mailboxes and databases for invoices and other related documents; uploads documents to databases and enters metadata where appropriate;
12. Creates and maintains departmental physical and electronic files as necessary;
13. Provides administrative support to the Director of Agency;
14. Performs additional duties as required.

OCCUPATIONAL REQUIREMENTS

The qualified applicant has excellent verbal and written communication skills. Must be able to draft memoranda analyzing MBA violations and summarizing all relevant facts. Must be detail oriented and extremely well organized. Must have the ability to interact well with staff and members. Must have the ability to work in an adversarial position with employers. Must type 60 wpm, be computer literate and know Outlook, MS Word and Excel. Must have excellent follow-through skills and the ability to handle sensitive, confidential material in a professional manner.

PHYSICAL QUALIFICATIONS

This person should be able to occasionally lift and carry 10-20 pound boxes, bend, stoop, reach, sit, twist, move arms, wrists and fingers.

MENTAL REQUIREMENTS

Must have the ability to: comprehend and follow instructions; understand and communicate correct information; perform activities on schedule, maintain regular attendance and punctuality and interact with others courteously and professionally. Must have the ability to multi-task and remain calm and focused under pressure. Must be able to interpret the MBA, analyze contracts, and propose next steps for outreach and/or enforcement in connection with below minimum contracts.

ENVIRONMENTAL CONDITIONS

Requires no on-site work near hazardous equipment or machines. Low exposure to noise, dust, gas, odors, fumes.

Interested applicants should email **cover letter and resume** to the Human Resources Department of the Writers Guild at [Recruitment](#).

The WGAW offers excellent range of benefits to employees, including: no employee premium for self-coverage in medical, dental, and vision plan; pension plan; 401(k) plan with partial employer match; 13 paid holidays; generous paid vacation leave and sick leave; and 12 weeks of paid parental leave (in coordination with statutory family and medical leave benefits).

For more information on the WGAW, please visit: www.wga.org

WGAW is an equal opportunity employer. We strongly encourage qualified people with diverse backgrounds to apply.