The Writers Guild of America West (WGAW) is currently seeking qualified applicants for the position of **Arbitration Coordinator (Coordinator IV)**. This position is a full time, exempt (salaried) position with full benefits. Compensation will be commensurate with experience.

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 general supervision of the Senior Director of Credits and the Senior Credits Counsel, the Arbitration Coordinator provides professional support to the Credits Department. The Credits Department is responsible for determining writing credits in accordance with the MBA, maintaining accurate records of such credits and enforcing the credits provisions of the MBA to ensure that credits are displayed accurately in all media.

The WGAW is based on a hybrid schedule of 3 days in-office and 2 days remote. Vaccination and booster against COVID-19 is required of all employees unless they qualify for a lawful exemption.

**ESSENTIAL FUNCTIONS**

- Administers a heavy volume of credit arbitrations as assigned by the Senior Credits Counsel.
- Uses analytical skills to investigate contractual issues relating to credits provisions and procedures.
- Reviews NTWCs for compliance.
- Administers and enforces credits procedures and provisions.
- Participates in and arranges for Pre-Arbitration Hearings and Policy Review Boards, including drafting of decision letters.
- Investigates contractual issues relating to the credits provisions and procedures.
- Recruits arbiters and consultants for arbitrations on an as-needed basis.
- Handles heavy telephone volume as well as sensitive and confidential matters.
- Responds to phone inquiries concerning procedural issues regarding credit requirements and credit determinations.
- Confers with other staff to respond to inquiries and resolve disputes.
- Prepares drafts of routine correspondence and requests for information.
- Refers matters to the Senior Director of Credits for claims or investigations.
- Handles routine investigations related to the determination of credits.
- Performs other duties as required.
**OCCUPATIONAL QUALIFICATIONS**

- A college degree or equivalent experience.
- A law degree is a plus.
- Must have excellent analytical and organizational skills with attention to detail; good oral and written communication skills; computer literate in MS Word for Windows; a pleasant telephone manner; strong time management skills and the ability to handle sensitive and complex matters under extreme time constraints.
- Must be able to handle adverse situations with diplomacy and authority.
- Industry experience preferred.

**APPLICATION PROCESS**

Applicants should send a resume, cover letter, and a writing sample to [Recruitment](mailto:Recruitment). For more information on the WGAW, please visit: [www.wga.org](http://www.wga.org)

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