

BUSINESS REPRESENTATIVE

The Legal Services Department of the Writers Guild of America, West is currently seeking qualified applicants for the position of Business Representative. This position is full-time, exempt (salaried) 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 \$71,500 – \$81,500.

Under the direct supervision of the Senior Counsel and the Director of Legal Services, the position investigates alleged violations of the collective bargaining agreement and/or writers' personal services and/or purchase agreements as part of the grievance and arbitration process, makes initial determination of whether claims exist and pursues remedies on behalf writers and the Guild, maintains the bargaining history of the Guild's collective bargaining agreements, including the MBA, analyzes enforcement issues, drafts memoranda and responds to subpoenas and production requests.

REQUIRED FUNCTIONS OR DUTIES

- 1) Investigates alleged violations of the collective bargaining agreement and/or writers' personal services and/or purchase agreements as part of the grievance and arbitration process, and, as needed, makes initial determination whether claim exists;
- 2) Talks to potential claimants and witnesses by phone or in person;
- 3) Communicates with writers about issues of strategic importance to the Guild and membership, including free rewrites and late pay, educating and organizing writers about these issues when appropriate;
- 4) Obtains and analyzes documents and other evidence from writers, agents, attorneys, companies, and/or other departments in the Guild to investigate and support the claim.
- 5) Writes demand letters and other correspondence to companies;
- 6) Attempts to resolve claims with company representatives, negotiates settlements and prepares settlement agreements, stipulated arbitration awards and related documents.
- 7) Prepares and files arbitration claims and court complaints;
- 8) Selects arbitrator to hear arbitration cases under the supervision of the Director of Legal Services or Senior Counsel;
- 9) Writes memoranda summarizing and analyzing facts and issues in claims in preparation for forwarding file to Guild attorneys for further handling through arbitration;
- 10) Communicates with lawyers, companies and members regarding legal notices and information requests, and prepares responses to such documents, which may be sensitive and involve disputes;
- 11) Maintains and organizes the Guild's bargaining history, including proposals, notes and member communications, relating to its collective bargaining agreements, including the MBA;
- 12) Conducts research, assists with analysis and prepares detailed reports and memoranda for Guild staff concerning bargaining history and past practice related to specific enforcement issues;
- 13) Assists Guild attorneys in preparation of responses to company information requests and subpoenas;
- 14) Maintains and organizes history of past responses to company information requests and subpoenas; and
- 15) Other duties as required.

OCCUPATIONAL QUALIFICATIONS

College degree required; certificate in paralegal studies strongly preferred. Must be computer literate with proficiency in Microsoft Word, Outlook and Excel. Must have good oral and written communication skills and be highly motivated. Union organizing or enforcement experience a plus. Must have the ability to handle a heavy case load and be adept with working in an adversarial position with employers. Experience with Lexis Nexis a plus. Familiarity with the entertainment industry is a plus.

This individual must have strong research skills, interact well with others, be detail-oriented and well organized, be able to perform all duties and tasks in a fast-paced department with heavy deadlines, efficiently prioritize the workload and ensure timely completion of required tasks. Must have the ability to manage telephone volume with tact and discretion. Must be able to handle sensitive, confidential material in a professional manner.

PHYSICAL QUALIFICATIONS

This person should be able to lift and carry 10-25 pound boxes, bend, stoop, reach, sit, twist, move arms, wrists and fingers, and have visual acuity.

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.

ENVIRONMENTAL CONDITIONS

Does not require working 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.