

RESIDUALS COLLECTIONS ADMINISTRATOR

Residuals Department

June 17, 2024

The **Residuals Collections Administrator** is a full-time, exempt (salaried) position with complete benefits. This position is a Grade 13.

Under the direction and supervision of the Senior Director of Residuals, the Residuals Collections Administrator is responsible for the enforcement of the Guild's collective bargaining agreements and provides managerial support to the Residuals Department. The Residuals Department ensures that writers are paid residuals due under the residual provisions of the Basic Agreements from 1953 to present.

The ideal candidate will have a strong understanding of Guild entities (Member, Projects and Company) and enforcement practices. This position requires excellent verbal and written communication, analytical and logic skills and the ability to manage staff and a caseload.

ESSENTIAL FUNCTIONS

- 1) Administer and enforce the residuals provisions of the collective bargaining agreement.
- 2) Supervise and direct the activities of the Residuals Claims Representatives assigned to handling residuals cases involving the collection of residuals and interest as part of the grievance and arbitration process.
- 3) Investigate, research and analyze contractual and legal issues relating to residuals including but not limited to writing contracts, financial records, assumptions agreements license and distribution agreements for reuse in various reuse markets (ex. new media, SVOD, theatrical, television)
- 4) Prepare and review claim referrals to the Guild's Legal Services Department and Notices of Claim for Arbitration.
- 5) Negotiate settlements of disputes and resolution of claims.
- 6) Provide testimony on behalf the Guild in residuals arbitration hearings.
- 7) Participate in Tri-Guild Audit conferences and answer residual inquiries.
- 8) Communicate, answer and respond to inquiries from writers, rate calls, agents, attorneys, company and labor representatives regarding the residuals obligations under the bargaining agreements.
- 9) May handle or collaborate with Residuals Claims Representatives on complex residuals cases, as needed.
- 10) Other duties as required.

ADDITIONAL JOB FUNCTIONS OR DUTIES

- 1) Advise and assist other Guild departments regarding residuals issues and assist executive staff as required by the Director of Residuals.
- 2) Prepare reports for appropriate persons and entities as required by Director of Residuals.

OCCUPATIONAL QUALIFICATIONS

College degree required. Claims experience or contract compliance experience preferred.

Legal background helpful. Proficiency in Microsoft Word and Excel required.

Management experience helpful. Excellent analytical and writing skills. Must have the ability to communicate effectively and tactfully with persons on all levels, in person and on the telephone. Must have the ability to multi-task, organize, prioritize and schedule work effectively.

MENTAL REQUIREMENTS

Must have the ability to comprehend, analyze and interpret complex bargaining agreements; be responsible for the work of and supervise several employees; perform activities on schedule; work well under time constraints and maintain regular attendance and punctuality and interact with others professionally and with discretion. Must have the ability to remain calm and focused under pressure and have strong oral and written communication skills.

PHYSICAL QUALIFICATIONS

Sedentary work, occasional light lifting from floor level to overhead levels, reaching, bending, visual acuity.

ENVIRONMENTAL CONDITIONS

Does not require working near hazardous equipment or machines. Minimal or no exposure to noise, dust, gas, odors, fumes.