

## **COMMUNICATIONS SPECIALST/SPECIALIST II**

The Writers Guild of America West (WGAW) seeks a **Communications Specialist** to coordinate the writing, artwork, and production of the WGAW's campaign materials, including its forthcoming digital publication. Reporting to the Director of Communications, this 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.

The ideal candidate is a strategic thinker who is compelled by the mandate above and excited by the opportunity to amplify the priorities of one of the most influential unions in the entertainment industry. You're a strong writer and enjoy working with subject matter experts and organizers to turn complicated topics into accessible, engaging, and strategic content. You will join a dedicated and experienced team of Guild leaders and staff as we prepare for our upcoming 2023 contract campaign.

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**

- Proactively learns about campaign priorities and proposes innovative content that supports campaign goals.
- Drafts and edits various written campaign materials, for digital and print distribution.
- Oversees production schedule, assignments, editing, proofreading, and approvals for the WGAW's digital publication.
- Analyzes audience engagement data and incorporates learning into content planning.
- With the Senior Web Editor, conceives story layouts and multimedia components.

- Establishes and maintains editorial house style and updates of stylebook.
- Responsible for initiating and maintaining copyright and licensing agreements, obtaining clearances, and managing contracts and invoices where necessary.
- Supports promotion of content via social media, email, and other avenues as needed.
- Proofreads and polishes various materials for web and print, including one-pagers, reports, and informational guides.
- Produces special print and web content for the Writers Guild Awards.
- Other duties as required.

### **OCCUPATIONAL QUALIFICATIONS**

- Bachelor of Arts degree; graduate degree in a related field is a plus.
- 3-5 years' experience in journalism or similar professional writing.
- 3-5 years' experience working for a labor union or advocacy organization.
- Excellent writing and research skills, including an ability to write compelling and succinct content that effectively frames our issues to multiple audiences.
- Proofreading skills, attention to detail, and familiarity with AP style.
- Experience working with freelance writers, designers, and photographers.
- Familiarity with multimedia communications strategies and tools, including web, social media, and email.
- Familiarity with the entertainment industry, basic economic principles, and social justice issues strongly preferred.
- Good eye for graphic design (extensive design experience not required).
- Willingness to work hours and schedule as needed to complete projects and support organizational campaigns.

### **COMPENSATION & BENEFITS**

Compensation will be commensurate with experience, starting at \$80,400.

The WGAW offers unrivaled benefits to its employees, including: generous paid vacation and sick leave; 11 paid holidays per year; no employee premiums for self-coverage medical, dental, and vision; pension plan; 401(k) with partial match; and 12 weeks of paid parental leave (in coordination with statutory family and medical leave benefits).

## **APPLICATION PROCESS**

Applicants should send a resume, cover letter, and three writing samples to [Recruitment](#). Writing samples should include one short “news” item, one long-form piece, and a third piece of your choice that best showcases your writing mastery.

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.*