

JOB DESCRIPTION
Contracts Counsel
June 12, 2025

The Writers Guild of America West seeks qualified candidates for the Contracts Counsel. This is a full-time, exempt (salaried) position with full benefits. Compensation is commensurate with experience. This position is **hybrid** with **3 in office days and two remote days**.

The Contracts Department is a key enforcement department at the Guild which operates as a first line of defense for writers facing rights violations. The Contracts Department also shares responsibility for enforcing the gains writers won during their historic 2023 strike and monitoring compliance with collective bargaining agreements.

Under the general supervision of the Director of Contracts, the Contracts Counsel will oversee key programs within the Contracts Department in addition to performing investigations, enforcing Guild agreements through arbitration, and providing contracts expertise to other Guild departments, writers, and writers' representatives.

REQUIRED FUNCTIONS OR DUTIES

1. Work with the Contracts Department and other Guild staff to interpret, administer and enforce the provisions of the Guild's various collective bargaining agreements, including primarily, the WGA Theatrical and Television Basic Agreement ("MBA") and to support the Guild's strategic goals;
2. Initiate, investigate and supervise investigations of claims in connection with individual writers' contracts and the Guild's various collective bargaining agreements;
3. Enforce the Guild's collective bargaining agreements and informational rights through arbitration and proceedings before the National Labor Relations Board;
4. Collaborate with Member Organizing and other Guild enforcement departments to resolve claims through organizing and other non-legal strategies;
5. Communicate with writers, attorneys, agents, and representatives from production entities to ensure compliance with Guild agreements;
6. Plan and conduct MBA training for Guild staff, members and representatives;
7. Testify in legal arbitration hearings as necessary;
8. Research relevant bargaining history and arbitration awards and consult with Guild personnel, as necessary;
9. Assist in generating detailed reports regarding enforcement of the Guild's collective bargaining agreements and monies collected;
10. Other duties deemed necessary by the Director of Contracts.

OCCUPATIONAL QUALIFICATIONS

J.D. required; must be a member of the California bar or awaiting admission to the California bar. Three to five years of legal experience preferred. A demonstrated commitment to workers' rights is preferred.

Must have superior writing skills, verbal communication skills, and analytical and organizational ability. Must be able to work well with others in a very fast-paced, multi-faceted work environment. Must be computer literate (MS Word, Excel). Prior arbitration experience preferred.

The salary range for this position is \$138,300 to 170,200 annually.

START DATE

Must be able to start within the third quarter of 2025.

PHYSICAL REQUIREMENTS

Sedentary work. The successful applicant should be able to bend, stoop, reach, sit, twist, and occasionally lift up to twenty pounds.

ENVIRONMENTAL CONDITIONS

Does not require working near hazardous equipment or machines. Low exposure to noise, dust, gas, odors, fumes.