

CREDITS COUNSEL

The Credits Department of the Writers Guild of America, West is currently seeking qualified applicants for the position of Credits Counsel. The position is full-time, exempt (salaried) position 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 \$108,000 – \$128,000.

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 direction and supervision of the Director of Credits, the Credits Counsel provides professional support to the Credits department. The Credits Department is responsible for determining writing credits in accordance with the WGA Theatrical and Television Basic Agreement (“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.

ESSENTIAL FUNCTIONS

- 1) Administers and enforces credit procedures and provisions
- 2) Administers a heavy volume of credit arbitrations
- 3) Participates in and arranges for Pre-Arbitration Hearings and Policy Review Boards, including drafting of decision letters
- 4) Conducts investigations and facilitates expert readings, as needed
- 5) Confers with other staff, especially Credits staff, to respond to inquiries and resolve disputes
- 6) Testifies as an expert witness on credits issues in legal arbitrations as needed
- 7) Responds to writer, company, and representative inquiries regarding credits process and procedures
- 8) Uses legal and analytical skills to investigate potential violations of the MBA's credits provisions and procedures
- 9) Works with Director of Credits and Senior Credits Counsel to settle credits violations as needed and refer to WGAW Legal Department when necessary
- 10) Attends meetings to decide MBA policy on credits issues and to establish and promulgate interpretation of various Guild contracts
- 11) Works with Director of Credits to create guidelines, newsletters, forms, pamphlets, and directories as needed
- 12) Drafts case referrals to the Legal Department when unable to resolve claims
- 13) Performs other duties as needed

OCCUPATIONAL REQUIREMENTS

Candidates for this position must have superior analytical and problem-solving skills and the ability to follow through. Excellent interpersonal skills required; must interact effectively with staff, writers, agents, labor relations personnel, attorneys, and others.

Expert written and oral communication and presentation skills essential. Must have the ability to maintain a neutral position while working with writers, agents, attorneys, and company representatives in potentially adversarial situations and the ability to handle all tasks related to the position. Must be computer literate in MS Word and Excel.

Law degree required. Commitment to the labor movement and experience enforcing collective bargaining agreements highly preferred. Experience working with entertainment industry unions a plus. Must be able to analyze and interpret complex contracts, including the MBA. Must be able to remain calm and focused under pressure.

PHYSICAL REQUIREMENTS

Sedentary work: occasional lifting from floor level to overhead levels, reaching, bending, sitting, stooping, twisting, turning, visual acuity and manual dexterity.

JOB ACTIVITIES

Sitting, twisting, moving arms, wrists & fingers, occasionally lifting and carrying 10-15 pound boxes, reaching, bending, driving.

MENTAL QUALIFICATIONS

Must have the ability to strategically analyze contracts and a variety of related materials and situations; formulate constructive, strategic approaches to resolution of disputes; create and develop relevant written materials; coordinate meetings and interact with others courteously and professionally; initiate and complete a variety of tasks while remaining calm under pressure.

ENVIRONMENTAL CONDITIONS

Requires very low exposure to work near hazardous equipment or machines. Very low exposure to noise, dust, gas, odors,

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.