

**FINANCIAL ASSURANCES SPECIALIST
(Specialist I)
Signatories Department
May 2025**

The Writers Guild of America West seeks qualified candidates for the Financial Assurances Specialist position. This is a full-time, non-exempt (hourly) position with full benefits. This is a **hybrid** position with **3 in office days and 2 remote days**.

Under the direct supervision of the Signatories/Financial Assurances Administrator, the position is responsible for pursuing and obtaining financial assurances as defined by Articles 15, 47, and 65 of the Minimum Basic Agreement. The ideal candidate should have exceptional research and organizational skills, a meticulous attention to detail, MBA enforcement experience and experience coordinating with entertainment industry stakeholders to secure the rights of writers.

ESSENTIAL FUNCTIONS

- 1) Interpret and enforce the MBA provisions relating to Signatories and Financial Assurances.
- 2) Review DGA/SAG-AFTRA project notices, determine WGA coverage, and prioritize work based on principal photography date.
- 3) Perform research via the Internet, Guild records, inquiries to writers, production companies and their representation to determine WGA coverage.
- 4) Coordinate with department staff to pursue an application when a company must become signatory for WGA coverage.
- 5) Research United States Copyright Office for transfer of rights verification. Use analytical skills to identify missing transfer of ownership and address with production company.
- 6) Monitor entertainment trades to track production start dates and anticipate WGA projects entering production.
- 7) Review and dissect literary works' Chain of Title in order to accurately draft WGA financial assurance documents including, but not limited to; Security Agreements, Interparty and Intercreditor Agreements, Guaranty Agreements, Custody Agreements, Assumption Agreements, Qualified Distributor and Qualified Residuals Payor Letters of Guaranty.
- 8) Draft supplemental financial assurance documents including Tax Credit Step Back and Qualified Distributor Letters.
- 9) Understand and effectively communicate each financial assurance document's purpose to internal and external inquirers.

- 10) Collaborate with DGA/SAG-AFTRA representatives to ensure proper financial assurances are being pursued on behalf of the WGA following the Tri-Guild Initiation Agreement protocols.
- 11) Pursue WGA financial assurances directly with producer, when warranted. Follow up with production attorneys until all required financial assurance documents are received.
- 12) Follow and meet deadlines for securing WGA's priority position in a lien.
- 13) Review unsolicited requests for Distributer and Buyer Assumption Agreements. Decipher which assumption agreement is appropriate based on facts of the residuals obligation transfer.
- 14) Determine when a Literary Material Assumption Agreement is needed and pursue based on copyright assignment. Review Assignment and Assumption agreements to determine minimums are met.
- 15) Monitor CAMA negotiations (before, during and after) and determine Guild's position of remaining a Party or Beneficiary. Work directly with initiating Guild to ensure CAMA meets WGA requirements.
- 16) Assist the Bankruptcy Working Group and outside counsel during bankruptcy proceedings.
- 17) Maintain electronic databases (Excel, Google Sheets, Access, LegalFiles and eProject folders) to accurately track financial assurances required and received.
- 18) Create and maintain electronic project files for financial assurances.
- 19) Record WGA's Security, Interparty and Intercreditor Agreement (liens) with the USCO.
- 20) File UCC Financing Statements (initial filings, amendments and continuations) with applicable Secretaries of State.
- 21) Advise producers, representation and members of WR8 violation and signatory requirements.
- 22) Other duties as required.

OCCUPATIONAL QUALIFICATIONS

Must have at least five years entertainment industry and/or entertainment union experience. Contract administration and production finance experience are highly preferred. Must be proficient in reading and interpreting literary material Chain of Title. Must be able to comprehend writer contracts and legal documents as related to security interest in a WGA covered project.

This individual must possess leadership qualities and take initiative to create and implement new processes within the department. Must be professional, detail-oriented, perform all duties and tasks calmly and effectively in a department with many distractions throughout the day. Must possess excellent oral communication skills and must be able to prioritize the workload efficiently to ensure timely completion of required tasks. Must have superior follow-through skills. This person must be conscientious and a team player, working cooperatively and effectively in an office and work from home environment.

PHYSICAL REQUIREMENTS

Sedentary work. Sitting, twisting, moving arms, wrists & fingers, bending, stooping, reaching, occasionally lifting and carrying 10-20 pound boxes.

MENTAL REQUIREMENTS

Must have the ability to: be innovative and be open change; effectively communicate; perform job duties on schedule, maintain regular attendance and punctuality and interact with others courteously and professionally. Must have the ability to multi-task and remain calm under pressure.

ENVIRONMENTAL CONDITIONS

Low exposure to work near hazardous equipment or machines. Low exposure to noise, dust, gas, odors, fumes.

APPLICATION DETAILS

The salary range for this position is **\$70,000 – \$90,000**.

Interested applicants should forward a **cover letter and resume** to the Human Resources Department of the Writers Guild at [Recruitment](#).

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.