

## **GENERAL COUNSEL**

The Writers Guild of America West (WGAW) is currently seeking qualified applicants for the position of **General Counsel**. This position is a full-time, exempt (salaried) position with full benefits. Compensation is commensurate with experience.

Under the direction of the Executive Director, the General Counsel is the chief legal officer representing the Guild. The General Counsel provides overall strategic direction in all legal matters involving the Guild. This position provides advice on, among other areas, labor and employment-related matters, regulatory matters, contract enforcement, risk assessment and compliance.

The WGAW is currently operating remotely, but the position is based in Los Angeles when in-office work is able to resume based on local public health guidelines. Return to in-office work will be based on a hybrid schedule of 3 days in-office and 2 days remote. Vaccination against COVID-19 is required of all employees unless they qualify for a lawful exemption.

### **ESSENTIAL FUNCTIONS**

- Provide legal expertise in support of Guild initiatives, campaigns, negotiations and contract enforcement.
- Oversee and manage all outside counsel and litigation matters.
- Identify and manage legal risk consistent with Guild priorities, initiatives and strategic goals.
- Play key role in developing and implementing bargaining strategy for industry-wide collective bargaining agreements on behalf of active and engaged union.
- Advise Guild concerning internal union governance, including compliance with Labor Management Reporting and Disclosure Act.
- Provide strategic guidance on arbitration cases involving complex issues under industrywide collective bargaining agreement and individual writers' contracts.
- Recommend policy and operational changes necessitated by legislative mandates at the federal, state and local levels.
- Represent the Guild in litigation, administrative proceedings, arbitrations, negotiations and other legal and regulatory matters.
- Conduct research and provide strategic and legal advice and training related to traditional labor law and contract enforcement issues.
- Work with other Guilds' GCs on matters of common interest, including residual auditing program.
- Provide guidance on staff personnel matters.
- Provide advice on matters related to Guild's institutional functions as a non-profit corporation, employer and real estate property owner; review and negotiate contracts as needed.
- Provide support to Guild leadership team and perform other duties as requested.

### **OCCUPATIONAL QUALIFICATIONS**

- Graduation from law school with a J.D. degree and admission to practice in one or more jurisdictions.
- Must have significant experience representing unions in labor and employment law matters, including before the National Labor Relations Board.

- Must have ten or more years of litigation experience, with substantial trial or evidentiary hearing experience.
- Superior analytical and writing skills required.
- Supervisory experience required.
- Demonstrated sound judgment in developing and implementing legal solutions.
- Must have strong interpersonal and leadership skills.
- Fully updated on legal trends and changes to laws and regulations related to labor and employment law matters.
- Computer literate.

Applicants should email **cover letter and resume** to the [Human Resources Department](#) of the Writers Guild.

*WGAW is an equal opportunity employer. We strongly encourage qualified people with diverse backgrounds to apply.*