

RESIDUALS BUSINESS REPRESENTATIVE

The Legal Services Department of the Writers Guild of America, West is currently seeking qualified applicants for the position of Residuals Business Representative. This position is full-time, exempt (salaried) 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 \$71,500 – \$81,500.

Under the direct supervision of the Senior Counsel and the Director of Legal Services, the position investigates alleged violations of the collective bargaining agreement, writers' personal services and purchase agreements as part of the grievance and arbitration process with respect to Residuals Claims, and pursues remedies on behalf of writers and the Guild, including handling all aspects of certain arbitration claims as assigned.

REQUIRED FUNCTIONS OR DUTIES

- 1) Investigates alleged violations of the collective bargaining agreement and/or writers' personal services and/or purchase agreements as part of the grievance and arbitration process, and, as needed, makes initial determination whether claim exists;
- 2) Communicates with potential claimants and witnesses by phone or in person;
- 3) Communicates with writers about issues of strategic importance to the Guild and membership;
- 4) Obtains and analyzes documents and other evidence from writers, agents, attorneys, companies, and/or other departments in the Guild to investigate and support the claim.
- 5) Prepares residuals schedules, including compilation of statistical data and charts for arbitration hearings and settlement negotiations;
- 6) Writes demand letters and other correspondence to companies;
- 7) Attempts to resolve claims with company representatives, negotiates settlements and prepares settlement agreements, stipulated arbitration awards and related documents.
- 8) Prepares and files arbitration claims and court complaints;
- 9) Selects arbitrators to hear arbitration cases under the supervision of the Director of Legal Services or Senior Counsel;
- 10) Represents the Guild in arbitrations, as assigned, including but not limited to the preparation of the case for hearing, presenting the Guild's case in arbitration, and drafting briefs;
- 11) Writes memoranda summarizing and analyzing facts and issues in claims as needed;
- 12) Communicates with lawyers, companies and members regarding legal notices and information requests, and prepares responses to such documents;
- 13) Prepares, serves, and responds to information requests and subpoenas;
- 14) Maintains and organizes company response to information requests and subpoenas; and
- 15) Other duties as required.

OCCUPATIONAL QUALIFICATIONS

College degree required; certificate in paralegal studies a plus. Must be computer literate with proficiency in Microsoft Word, Outlook and Excel. Must have good oral and written communication skills and be highly motivated. Union organizing or enforcement experience a plus. Experience with Lexis Nexis a plus. Familiarity with the entertainment industry is a plus.

This individual must have strong research skills, interact well with others, be detail-oriented and well organized, be able to perform all duties and tasks in a fast-paced department with heavy deadlines, efficiently prioritize the workload and ensure timely completion of required tasks. Must have the ability to manage telephone volume with tact and discretion. Must be able to handle sensitive, confidential material in a professional manner.

PHYSICAL QUALIFICATIONS

This person should be able to lift and carry 10-25 pound boxes, bend, stoop, reach, sit, twist, move arms, wrists and fingers, and have visual acuity.

MENTAL REQUIREMENTS

Must have the ability to: comprehend and follow instructions; understand and communicate correct information; perform activities on schedule, maintain regular attendance and punctuality and interact with others courteously and professionally. Must have the ability to multi-task and remain calm and focused under pressure.

ENVIRONMENTAL CONDITIONS

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

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.