

## **RESEARCH & POLICY ANALYST**

February 20, 2024

The Research and Public Policy Department is currently seeking qualified applicants for the position of **Research & Policy Analyst**. This is a full-time, exempt (salaried) position. Compensation is commensurate with experience. The position is a Grade 12.

The Research & Policy Analyst reports to the Director of Research and Public Policy. The position provides research and analysis to support organizing, contract negotiations, enforcement, public policy, and general Guild strategy. The department's recent work includes extensive corporate campaign activities and other supportive research in the course of the 2023 WGA strike, opposing media consolidation, advocacy on artificial intelligence policy, and supporting other Guild campaigns.

### **ESSENTIAL FUNCTIONS**

1. Conducts in-depth research into the media and entertainment industry, conglomerates and production companies by gathering and analyzing news, regulatory, legal, industry, and financial information from a variety of public and private sources.
2. Provides written analysis of key trends, employers, and industry developments.
3. Compiles and analyzes data on television networks, streaming platforms, companies, programming, writing jobs, and compensation from internal sources, external television and film databases and internet research, to support Guild strategic campaigns and negotiations.
4. Participates in the development and implementation of organizing, bargaining, contract enforcement, and public policy campaign strategies in cooperation with Guild staff and allies.
5. Performs financial analysis on companies operating in the industry.
6. Participates in the development and maintenance of databases for tracking film, television, and digital media productions.
7. Performs research on public policy issues important to the Guild and its members. Research includes tracking of regulatory and legislative action on key public policy issues.
8. Develops materials to support the Guild's public policy positions. Participates in the research and writing of the Guild's public policy filings for state and federal agencies, with occasional lobbying and public speaking opportunities.
9. Prepares memos analyzing public policy issues to inform Guild decision-making.
10. Communicates and coordinates with a diverse group of people including staff, members, and external groups.
11. Other duties as required.

### **OCCUPATIONAL QUALIFICATIONS**

1. Must be able to work independently.
2. Strong organizational skills, including reliability and ability to balance competing projects and priorities and meet deadlines.
3. Commitment to building a strong labor movement.
4. Strong analytic, quantitative, and interpersonal skills.

5. Technical research and investigative experience including familiarity and comfort with basic financial concepts and analysis.
6. Excellent written and oral communications skills.
7. Working knowledge of traditional and non-traditional organizing methods and related labor and employment law especially non-NLRB procedures.
8. Be able to attend occasional evening or weekend meetings.
9. Must be computer literate in MS Word, PowerPoint, and Excel.
10. Must have a valid CA driver's license, proof of insurance, and a reliable personal vehicle.
11. Knowledge of entertainment and media industry structure and business practices (TV, cable, film, digital media) preferred.

The successful applicant must be available to travel occasionally and be able to work weekends and evening meetings when required. Regular evening and infrequent weekend events and meetings are anticipated.

#### **PHYSICAL REQUIREMENTS**

This person should be able to occasionally lift and carry 25 pounds, bend, stoop, reach, sit, twist, move arms, wrists, and fingers and travel to meetings outside the Guild.

#### **MENTAL REQUIREMENTS**

Must have the ability to: comprehend and interpret bargaining agreements, perform activities on schedule, maintain regular attendance and punctuality and interact with others professionally and with discretion. Must have the ability to remain calm and focused under pressure.

#### **ENVIRONMENTAL CONDITIONS**

Does not require working near hazardous equipment or machines. No or very low exposure to noise, dust, gas, odors, fumes.