

**Residuals Coordinator  
(Coordinator II)**  
Residuals Department  
December 28, 2021

The Writers Guild is currently seeking qualified applicants for the position of Residuals Coordinator. This is a full-time, non-exempt position with full benefits. This is a hybrid position with 3 in office days and 2 remote days.

Under the supervision of the Sr. Director of Residuals and the Residuals Administrator, the Residuals Coordinator is responsible for the intake and investigation of residual inquiries, provides administrative support for the Director of Residuals, and pursues investigations and cases for residuals. The Residuals Department ensures that writers are paid residuals due under the residual provisions of the Basic Agreements from 1953 to the present.

**ESSENTIAL FUNCTIONS**

- Responsible for intake of residuals investigations from members and/or member representatives (internal and external inquiries).
- Investigate potential violations of the residuals provisions of the MBA including conducting the initial research and compiling information from various internal and external sources.
- Prepares investigation files and is responsible for set up of new cases in Legalfiles.
- Provides support services for the Sr. Director of Residuals and Residuals Administrators, as needed.
- Review and analyze various reports and documents to determine residuals compliance and prepare schedule of residuals and interest owed.
- Identify and research unpaid or underpaid residuals.
- Answers questions from members, companies, agents, business representatives, etc., regarding general and specific residuals obligations under the MBA, including investigating issues as necessary.
- Responsible for contacting companies, as needed, regarding potential residuals violations.
- Communicate with writers and companies throughout the investigation.
- Other duties as required.
- Overtime may be required.

**OCCUPATIONAL REQUIREMENTS**

Excellent oral and written communication skills. Must be detail oriented and extremely well organized. Must have the ability to interact well with staff and members. Must possess computer skills in Word and Excel. Must be able to quickly acquire a working knowledge of the Minimum Basic Agreement. Must have excellent follow-through skills and the ability to handle sensitive, confidential material in a professional manner.

**PHYSICAL QUALIFICATIONS**

This person should be able to occasionally lift and carry 10-20 pound boxes, bend, stoop, reach, sit, twist, move arms, wrists and fingers.

### **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.

### **Salary:**

*The salary range for this position is \$53,000 - \$65,000 annual.*

### **To Apply:**

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

For more information on the WGAW, please visit: [www.wga.org](http://www.wga.org)

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