The Guild is currently seeking qualified applicants for the position of Signatories/Financial Assurances Administrator. The Signatories/Financial Assurances Administrator is a full-time exempt position with full benefits. Compensation is commensurate with experience. This position is a grade level 12.

Under the general supervision of an Assistant Executive Director, the Signatories/Financial Assurances Administrator oversees the department and all of its functions. The department is responsible for signing companies to the Guild's collective bargaining agreements and administering the Guild’s security interest program.

**REQUIRED FUNCTIONS OR DUTIES:**

1) Coordinates, supervises and participates in the signing of entities to the Guild's collective bargaining agreements.

2) Works closely with other Guild departments including Agency, Contracts, Dues, Executive, Legal, and Membership to ensure the Guild’s legal obligations and strategic objectives are met.

3) Works closely with other Guild departments and representatives of WGA Pension Plan and Health Fund and Writers Guild of America, East, to ensure all relevant records are accurate and up to date.

4) Supervises department staff.

5) Maintains the Guild’s Strike/Unfair List; works with legal staff to ensure compliance with respect to potential signatory companies.

6) Analyzes contracts submitted by potential signatory companies for compliance with MBA; works with Contracts department staff to modify such contracts when needed.

7) Oversees WGA’s security interest program, administered in conjunction with SAG-AFTRA and DGA. Works closely with SAG-AFTRA, DGA, and outside counsel to ensure WGA’s interests are protected; consults with legal and Executive staff as needed.

8) Reviews chain of title and prepares security interest documents and UCC financing statements.

9) Administers Working Rule 8 waiver/Sideletter program with Writers Guild of Canada.

10) Administers and maintains all forms of assumption agreements.

11) Supervises the dissemination of signatory information to members, staff and others.

12) Revises signatory documents as needed.

13) Maintains signatory records for past and present agreements.

14) Performs other duties as required.

**OCCUPATIONAL REQUIREMENTS**

Must be exceptionally detail oriented and have superior analytical, organizational, problem-solving and communication skills. Candidates must have outstanding leadership qualities and interpersonal skills required and be able to interact professionally with staff, writers, labor relations personnel, attorneys, and others. Knowledge of corporate structures, documents filed with secretaries of state and USCO, chains of title, security agreements, UCC financing statements, and CAMAs is strongly preferred. Experience reviewing and preparing documents listed above strongly preferred. Union experience strongly preferred. Entertainment industry
experience preferred. Must know Word and Excel, and be able to learn other programs essential to running the department.

PHYSICAL REQUIREMENTS
This person should be able to occasionally lift and carry 10-20 pound boxes, bend, stoop, reach, sit, twist, move arms, wrists, fingers, and drive to meetings outside the Guild.

MENTAL REQUIREMENTS
Must have the ability to: comprehend and interpret a variety of complex documents, including collective bargaining agreements; perform activities on schedule; maintain regular attendance; and interact with others professionally and with discretion. 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. Very low or no exposure to noise, dust, gas, odors, fumes.