

JOB DESCRIPTION
DIRECTOR
CONTRACTS DEPARTMENT
August 28, 2024

The Writers Guild of America West seeks a qualified candidate for the Director of the Contracts Department position. This is a full-time, exempt (salaried) position with full benefits. Compensation is commensurate with experience. The grade level is 16.

The Salary range for this position is \$160,000 - \$195,000 annually.

This position is based in Los Angeles, CA and follows a hybrid work schedule with select in office and remote workdays.

Under the general supervision of Assistant Executive Director, the Director of the Contracts Department provides supervisory, advisory and analytical support to the department and the rest of the Guild. The Contracts Department is responsible for enforcing, interpreting and administering the Guild's various collective bargaining agreements as well as negotiating special deals.

ESSENTIAL FUNCTIONS

- 1) Develop and implement a comprehensive departmental plan;
- 2) Directly supervise Contracts department staff and generally oversee all Department functions, including delegation of investigations and other work;
- 3) Manage human resources issues relating to Contracts Department personnel, including hiring, discipline, performance evaluations, etc.;
- 4) Analyze, interpret, administer and enforce the provisions of the Guild's collective bargaining agreements ("MBAs") and individual writers' contracts;
- 5) Advise and explain Guild positions on MBA interpretation to Guild staff, writers, their representatives as well as Company representatives;
- 6) Advise and work closely with all other Guild Departments (including Executive, Legal Services, Residuals, Credits, Member Organizing, Signatories, Communications, Dues, Membership, and Inclusion and Equity) regarding interpretation and enforcement of MBAs and individual writers' contracts;
- 7) Negotiate and draft deals with Companies for projects to be covered under the MBA;
- 8) Supervise negotiation and drafting of deals by others in the Department, as appropriate;
- 9) Provide advice and counsel to executive staff who negotiate special deals for projects to be covered under the MBA;
- 10) Investigate and coordinate investigations of claims regarding individual writers' contracts and/or the MBAs, with particular focus on complex MBA or contract matters;
- 11) Prepare monthly report of Contracts Department activities to Assistant Executive Director;

- 12) Act as witness in Legal arbitrations, as needed;
- 13) Approve settlements negotiated by Contracts Department personnel;
- 14) Review and approve potential claims referred from Contracts Department to Legal/Claims Department;
- 15) Help to develop, implement and administer programs to enforce issues of strategic concern to writers and the Guild, including "late pay," free work enforcement, and other enforcement priorities;
- 16) Other duties as assigned by the Assistant Executive Director and the Executive Director.

OCCUPATIONAL QUALIFICATIONS

Must be able to read, comprehend, enforce and interpret the MBA, contracts and related documents, and have superior analytical and organizational skills. Must be able to communicate effectively, both verbally and in writing. Must be able to work well with others in a fast-paced, multi-faceted work environment. Must be able to handle complex contractual matters. J.D. preferred; entertainment industry experience preferred. Must be computer literate (MS Word, Excel).

PHYSICAL REQUIREMENTS

Sedentary work. The successful applicant should be able to bend, stoop, reach, sit, twist, drive a car and attend meetings off-site and occasionally lift up to twenty pounds.

JOB ACTIVITIES

Sitting, twisting, moving arms, wrists & fingers, occasionally lifting and carrying 10-15 pound boxes, reaching, bending, driving.

MENTAL QUALIFICATIONS

Must have the ability to: legally and strategically analyze contracts and a variety of related materials and situations, formulate constructive, strategic approaches to resolution of disputes; create and develop relevant written materials; coordinate meetings and interact with others courteously and professionally; initiate and complete a variety of tasks while remaining calm under pressure.

ENVIRONMENTAL CONDITIONS

Requires very low exposure to work near hazardous equipment or machines. Very low exposure to noise, dust, gas, odors, fumes.

To Apply:

In addition to submitting your applications via LinkedIn, interested applicants should email cover letter and résumé to the Human Resources Department of the Writers Guild at recruitment@wga.org.

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.