



Eastern Region Business Representative

The International Cinematographers Guild, IATSE Local 600 is the largest camera and publicist union in the world with over 9,000 members in all 50 states and Puerto Rico. We are a National Local of the International Alliance of Theatrical and Stage Employees (IATSE). Applications are now being accepted for Business Representative, Eastern Region. This position will be based out of the Eastern Region, New York office.

SALARY:

\$67,531 to \$106,923 annually, based on experience.

POSITION SUMMARY:

Under the direction of the Assistant Eastern Region Director, the primary responsibilities of the Business Representative (ER) are to conduct external and internal organizing, contract administration, grievance handling, membership advocacy, and other duties related to the goals of the Union, while setting priorities, meeting deadlines, and compiling / analyzing data. In addition, this position requires extensive travel, as well as evening and weekend work.

LABOR RELATIONS:

- Identifies, recruits, and develops member leaders / stewards.
- Signs up non-members on authorization cards.
- Gathers information necessary for the filing of grievances and tracks all grievances in assigned productions/areas to make sure time limits are met and grievances are handled effectively.
- Assists in negotiations by assisting at the table, soliciting member feedback, working with Contract Action Teams, and other support roles.
- Assists in carrying out communication of research findings aimed at impacting key policy issues.
- Visit sets on a weekly basis with the goal of visiting union productions a least once.
- Visit sets several times for longer term productions.
- Timely communicate strategically important claims, practices, or incidents to the Regional Director.
- Respond to all member inquiries within 24 hours.
- Write all correspondence in a thoughtful and competent fashion.
- Keep desk and files well organized and available.
- Treat elected leaders, members, and coworkers, with respect.
- Work from the office during regular business hours.
- Perform other related job duties, activities, or projects as assigned.

MINIMUM REQUIREMENTS:

- High School Diploma with a minimum of one (1) year of experience in the labor movement.
- Experience in union organizing and representation.
- Excellent interpersonal and group communication skills.
- Outstanding oral and written communication skills appropriate to communicating and working with a well-educated workforce.
- Ability to articulate the Union's message and vision to the membership.
- Ability to develop and implement long-term recruitment and organizing program to increase membership size and strength.
- Experience in the application of new technologies in the workplace.



- Proficiency in the use of databases including the use of the following programs: Microsoft Word, Outlook, Power Point, and Excel.
- Self-motivation with the ability to work independently under minimal supervision.
- Ability to think strategically, exercise a high level of judgment, and follow a strategic plan.
- Critical thinking skills necessary for gathering, analyzing, organizing information and evidence, as well as deal with conflicting and changing priorities.
- Knowledge of political campaign strategies.
- Flexibility to cooperate with other ICG and IATSE employees and other IATSE Locals.
- Availability to travel and work on campaigns away from home and office, including over weekends.
- A valid driver's license, working automobile, and auto insurance are required.

PREFERRED TRAINING AND EXPERIENCE:

- Graduation from an accredited college.
- Local 600 seeks to maintain a staff which is representative of a wide variety of backgrounds to truly reflect our members' interests and concerns.
- Experience negotiating contracts in the film and/or entertainment industry is highly desirable.
- Consideration will be given to those with rank-and-file experience.

LICENSE AND PHYSICAL CLASS:

- A valid Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. Ability to lift-up to 20 lbs.

This position is classified as exempt under the current OPEIU Local 174-IATSE Local 600 CBA. ICG staff is represented by the Office and Professional Employees International Union (OPEIU). Employment is subject to the terms and conditions as set forth in the OPEIU Local 174-IATSE Local 600 CBA.

Excellent starting salary, commensurate with experience, and an excellent benefits package.

TO APPLY:

Please mail or email current résumé and cover letter detailing relevant skills and experience, including three work references with contact phone information to:

careers@icg600.com

SUBJECT: Business Rep.

International Cinematographers Guild, Local 600 IATSE
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