

## **IATSE Local 15 Business Representative**

**Business Representative Purpose:** To develop, manage, and administer contracts of a growing union while meeting the goals and mission of our organization.

IATSE Local 15 represents entertainment industry workers who facilitate and execute live events including theatre, concert venues, corporate and private events. We are a trade union and our values reflect those principles in how we act and interact with employers, presenters, the audience, and each other: respect, excellence, integrity, inclusion, equity, adaptability, and accountability.

As the Business Representative, you will work to advance worker rights and conditions while maintaining collaborative and effective labor relations with many different employers. You will report directly to the President and Executive Board of IATSE Local 15, and report to the Membership at monthly meetings.

You will need to communicate effectively with people from many different backgrounds, from executives at organizations to workers without a high school diploma. You will have a duty to provide fair representation for anyone working under an IATSE Local 15 contract.

You will be responsible for representing workers in labor-management problem resolution and for resolving complex problems of a legal nature in consultation with our legal counsel. You should understand and effectively navigate federal mediation and arbitration procedures.

### **Job Duties include:**

- Act as a labor relations professional managing confidential and sensitive situations
- Create a strategy and coordinate resources to best represent workers' interests in labor negotiations, mediation, arbitration, grievances and grievance arbitration, unfair labor practices, and state and federal agency proceedings
- Confer with legal counsel to ensure compliance with labor law
- Act as a lead negotiator and/or support bargaining units on multiple contracts
- Draft contractual language for CBAs, LOAs and MOUs, review language drafted by bargaining unit members, and review and revise redline agreements
- Collaborate on organizing drives to represent new workers and negotiate first contracts with employers
- Interpret collective bargaining agreements and negotiate in-term changes
- Investigate grievances, recommend responses, and negotiate settlements in contract disputes and disciplinary actions
- Consider historical inequities and work to build inclusion, equity, and diversity both with employers and within the Union
- Oversee training for Job Stewards and develop leadership opportunities for workers
- Hire and oversee Assistant Business Representatives as needed
- Collaborate with office staff and coordinate with the Hiring Hall in overall strategy
- Report monthly to Executive Board and General Membership meetings
- Follow direction of the Membership

**Skills and experience to be successful include:**

- Four years of experience or more in contract negotiations, administration, and grievance resolution
- Knowledge and/or experience in employment law
- Experience working in a labor union or non-profit organization
- Knowledge of Washington State and Federal regulations governing labor relations
- Excellent time management and organizational skills; and must be detail oriented
- Experience working collaboratively with a diverse workforce
- Experience working within the labor community
- Experience working with FMCS or mediation desired
- Arbitration experience desired

**Requirements to qualify include:**

- College degree or equivalent experience in labor relations, human resources, industrial relations, business, or a related field
- Three years' experience or equivalent in labor contract negotiations and administration, or employment law
- Proficiency in Microsoft Office, including Outlook, Word, and Excel
- Familiarity with alternative communication tools and technology

**Qualities we are looking for in a candidate include:**

- Customer Service - the ability to work effectively with others to satisfy their service expectations
- Communication - the ability to take part in effective communication, characterized by skills and understandings that enable communication incorporating the Union's values
- Job Knowledge - the degree to which candidates have job-specific knowledge necessary to provide the appropriate quality and quantity of work in a timely and efficient manner
- Accountability - the ability to demonstrate responsibility for personal and professional conduct, contributing to the overall goals and objectives of the Union
- Interpersonal Skills - the ability to interact effectively with others to establish and maintain smooth working relationships
- Transparency - the willingness to be open and honest, and to acknowledge and apologize for mistakes while maintaining appropriate confidentiality

This position reports to the IATSE Local 15 President and Executive Board.

Salary range: \$72,000 - 90,000 per year DOE

To apply, please send a cover letter and resume to IATSE Local 15, Attn: BR Search Committee, 2800 1st Ave, #231, Seattle, WA 98121 or via email to [pres@ia15.org](mailto:pres@ia15.org) with the subject Business Rep Search.