

## **IATSE Local 15 Intermittent Dispatcher**

IATSE Local 15 is looking for additional Intermittent Dispatchers for its Dispatch Office to assist in filling work calls in accordance with Local 15 Dispatch Rules, Policies and Procedures.

Intermittent Dispatchers work on an as needed basis depending upon work load in the Local 15 Dispatch office and can work as little as a 1 hour standby shift or a 4 hour in office shift up to the equivalent of full time during any given week depending upon the Local's needs and the Dispatcher's availability. Night and weekend availability preferred in addition to business hours during the week.

### **Essential Functions:**

- A Dispatcher offers work to hiring hall members in accordance with Local 15 Dispatch Rules and policies.
- Dispatchers are responsible for receiving and transmitting reliable messages, filling calls, and recording information pertaining to calls. This will include communicating with clients about projected work, incoming labor requests, and completed labor requests.
- Responds to inquiries from clients and workers.
- Dispatchers are responsible for communication regarding work calls. Dispatchers receive and document incoming calls, create call sheet information from employer crew requests, dispatch crews, and send completed call information to clients.
- Other responsibilities include generating daily and monthly reports, filing completed call sheets, maintaining office inventory and supplies, and updating the Lead Dispatcher on changes to worker and client information.
- Collaborates with co-workers and Lead Dispatcher.
- Seeks Guidance from Lead Dispatcher on Dispatch Rules and Policies, on Directives from the membership, the elected leadership, and the supervisor.
- Maintains high customer service standards.
- Dispatchers interact with Local 15 members and hiring hall registrants, employers and Local 15 leadership.

### **Required Qualifications:**

- Attention to detail and the ability to multitask are essential skills
- Dispatchers must be tech savvy, including but not limited to knowledge of Microsoft Word and Microsoft Excel and cell and hardline phones
- Good communication and customer service skills
- Accurate typing skills required, preferably 50 words a minute or more
- Dispatchers must be able to work as a team and independently

Previous dispatching and/or theatre background is a plus, but not required. Benefits are offered. Background checks required to complete hiring.

Dispatchers are represented by the Communications Workers of America.

Please submit cover letter and resume as soon as possible to Andrea A. Friedland, Business Representative, IATSE Local 15 via email at [businessagent@ia15.org](mailto:businessagent@ia15.org) or by mail to 2800 1<sup>st</sup> Avenue, #231, Seattle, WA 98121. If submitting by email, please put DISPATCHER in the subject line.