



**Hiring Hall Manager**, full time, remote until October 2021, then in office in the Georgetown area of Seattle.

**Hiring Hall Manager Job Purpose:** To manage the IATSE Local 15 Hiring Hall in order to dispatch workers to calls, to forecast labor demand, workforce development, and to collaborate with the Board of Examiners on the intake of new workers.

**Background:** IATSE Local 15 represents entertainment industry workers who facilitate and execute live events including theatre, concerts, and corporate and private events. Local 15 represents individuals with house jobs at various venues, and runs a hiring hall for members and non-members to take short-term work all over the Puget Sound region (from Bellingham to Olympia, Seattle, and Port Townsend to the Gorge Amphitheater). This position is focused on the hiring hall. Local 15 is a trade union, and its values are equity, inclusion, respect, accountability, integrity, adaptability, and excellence. These values guide how the local interacts with employers, presenters, audience members, and each other. The Hiring Hall Manager will be expected to illustrate these values in their work and promote these values in workplace culture.

**Reports to:** The Hiring Hall Manager reports directly to the President with oversight from the Executive Board of Local 15. The Business Representative (BR) also reports directly to these entities. At times, the HHM and the BR will collaborate.

**Job Duties include:**

- € Manage the dispatch staff, including the hiring and scheduling of dispatchers, oversee dispatcher training and supervise dispatchers, coordinating with a Lead Dispatcher, who is a direct report to the Hiring Hall Manager.
- € Forecast labor needs, communicate anticipated busy times to hiring hall workers, and collaborate with the Board of Examiners to ensure the timely and effective intake of workers.
- € Manage data within the dispatch software system, Union Impact, to ensure the prompt uptake of new workers as well as the timely assignment of jobs to workers to meet the Hiring Hall's anticipated labor needs.
- € Manage the Hiring Hall budget.

- € Generate Letters of Agreement (LOA) labor contracts for temporary employers, estimate labor costs for LOA employers and communicate/collaborate with the Business Agent on LOAs.
- € Collaborate with the Business Representative, office staff and officers of the Local to implement the Local's strategic goals.
- € Provide a consistently high level of customer service to the employers who use the Hiring Hall.
- € Engage with Hiring Hall workers to ensure successful job placement. Support understanding of the dispatch process through personalized and group learning opportunities.
- € Collaborate with the Business Representative, President, Organizers, Training and Review Board, and Board of Examiners to build relationships with outside organizations for worker recruitment/partnerships; Collaborate on organizing drives to represent new workers and help these workers navigate the structure of the local.
- € Collaborate with the Orientation Coordinator and any Ad-Hoc Committee in meeting with new and current workers to answer questions about the Hiring Hall through, for example, "Ask Me Anything" meetings and "New Worker Orientations", as well as on an individual basis.
- € Manage confidential and sensitive situations between workers and dispatch staff, and between dispatch staff and employers.
- € Investigate dispatch grievances and errors and recommend responses and/or solutions.
- € Report monthly to Executive Board and General Membership meetings.
- € Follow the direction of the Membership.

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

- € Experience working in the live events industry
- € Experience working in a labor union or adjacent organization.
- € Experience working with labor organizing.
- € Excellent time management and organizational skills, must be detail-oriented.
- € Ability to effectively & efficiently communicate & collaborate in a diverse atmosphere of workers and employers

**Requirements to qualify include:**

- € College degree or equivalent experience in labor relations, human resources, industrial relations, business, or a related field
- € Three or more years of supervisory experience
- € Proficiency in Microsoft Office, including Outlook, Word, and Excel; helpful to know Teams, Access, and Forms
- € Literacy with communication tools and applications such as: Microsoft 365, Zoom, text messaging, and social media platforms.

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

- € Interpersonal Skills - the ability to interact and communicate effectively with others, and to establish and maintain excellent working relationships; communicate effectively with people from many different backgrounds, from executives at organizations to workers with marginalized backgrounds.
- € Customer Service - the ability to work effectively with employers to satisfy their service expectations in order to maintain and grow contracts and breadth of represented workplaces
- € Task Management- effectively and efficiently delegate, manage, and complete work that will affect 400+ workers maintaining their livelihoods through work from the Hiring Hall
- € Knowledge of the entertainment industry - the degree to which candidates have industry-specific knowledge necessary to provide the appropriate quality and quantity of work in a timely and efficient manner
- € Collaboration - the ability and desire to work with many different stake holders to contribute to the overall goals and objectives of Local 15
- € Transparency & Accountability - willingness to be open and honest, and to acknowledge and learn from mistakes while maintaining appropriate confidentiality

**To Apply:** Send a resume, three references, and a cover letter that speaks to your interest and qualifications for the position. All application materials can be sent to [pres@ia15.org](mailto:pres@ia15.org) with the **Subject line: Hiring Hall Manager Application (Your Name)**. Please include your name in the title of each attached document. Applications are due by 5pm PST July 16<sup>th</sup>.

**Note:** This will be a rapid hiring process. The ideal start date is Aug. 10.

**Compensation:** This job is a full time, exempt, unrepresented position. Salary range is \$68,000-74,000 per year. Full time at Local 15 averages 40 hours/week. Benefits include medical and dental insurance, 401K contributions, paid holidays, and vacation time.

IATSE Local 15 is an equal opportunity employer. We value a diverse workforce and an inclusive culture. IATSE Local 15 does not discriminate based on race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, or record of arrest or conviction. People who identify as Black, Indigenous and People of Color (BIPOC), people who experience gender oppression, people with disabilities, and people who identify as members of the LGBTQIA+ community are particularly encouraged to apply.