



## Intermittent Dispatcher

IATSE Local 15 is looking for additional Intermittent Dispatchers to assist in filling work calls in accordance with Local 15 Dispatch Rules, Policies and procedures. Intermittent Dispatchers work on an as needed basis that is dependent on the workload in the Local 15 Dispatch office. The hours can be 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.

Dispatchers are responsible for receiving and transmitting reliable messages, filling calls, and recording information pertaining to calls. This includes communicating with employers and hiring hall members about projected work, incoming labor requests, and completed labor requests. Attention to detail, accountability, and the ability to multitask are essential skills.

Dispatchers must be tech savvy, including but not limited to knowledge of Microsoft Office Products (Word, Excel, Sharepoint) and be comfortable with cell and hardline phones. The ideal candidate will be detail-oriented and have good communication and customer service skills. Dispatchers must have the ability to work as a team and independently. Dispatchers interact with hiring hall members, employers and Local 15 leadership and must be able to communicate professionally and efficiently.

Previous dispatching and/or theatre background is a plus, but not required.

**Location:** Work is currently being done in a hybrid style. Standby shifts are always remote, regular dispatch shifts vary but remote work is currently an option.

**Compensation:** \$27.12/hour

**Benefits:** Benefits are offered.

**Schedule:** Variable. Dispatch office is open 8am-7pm Monday-Sunday. Standby Shifts occur outside those hours. Availability during office hours, nights and weekends preferred but not required.

Background checks required to complete hiring.

Dispatchers are represented by the Communications Workers of America.

Please submit cover letter and resume to Mari Cannon, Hiring Hall Manager, IATSE Local 15 via email at [hiringhallmgr@ia15.org](mailto:hiringhallmgr@ia15.org) or by mail to 5030 1st Avenue S., #204, Seattle, WA 98121 no later than April 3rd, 2022. **If submitting by email, please put DISPATCHER in the subject line.**