



Interim Labor Rep, part-time, up to 24 hours per week. Variable schedule, remote and in-person work.

Interim Labor Rep Job Purpose: Supporting the growth of IATSE Local 15 through workforce development, worker education, leadership and capacity building, organizing and recordkeeping.

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 supporting new workers and building leadership capacity in the Local. 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 Interim Labor Representative will be expected to illustrate these values in their work and promote these values in workplace culture.

Reports to: The Interim Labor Representative reports directly to the Business Representative, with oversight from the President and Executive Board of Local 15. The Interim Labor Representative will collaborate with other staff and committees.

Job Duties include:

- € **New Worker Orientation:** The Labor Representative, in collaboration with stewards and relevant Union committees, shall conduct new hire/new worker orientation sessions. Collaborate with the Board of Examiners to ensure the timely and effective intake of new workers.
- € **Steward Trainings:** Develops and facilitates steward trainings to ensure that stewards are skilled in contract enforcement and principles of internal organizing.
- € **Site Visits:** Participate in site visits to build connections with workers and employers. Engage in conversations with workers about the importance of Union Membership and representation. Work to resolve issues in real-time when feasible. Conduct card checks for touring productions.

- € **Dues and Membership Enforcement:** In collaboration with the Secretary, Treasurer, and Office Manager, ensure compliance with Union Security clauses, agency fee payors, and dues deduction. Engage in worker education about the importance of dues and membership.
- € **Data Entry and Record Keeping:** Develop process and recordkeeping systems to track information on house crew, shop stewards, head carpenters, and trained job stewards. Assist the Board of Examiners with process and recordkeeping for worker intake. Assist the Business Representative with grievance tracking.
- € **External Organizing:** Work with the organizing committee and in accordance with the strategic plan of the Union to organize workers at new venues/new employers across our jurisdiction. Collaborate with the Business Representative, office staff and officers of the Local to implement the Local's strategic goals.
- € **Other:** Follow the direction of Membership. Other duties as assigned by the Business Representative.

Skills and experience to be successful include:

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

Requirements to qualify include:

- € Previous experience in labor relations or a related field
- € Training in Labor Law and Stewards Rights
- € 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.
- € Task Management- effectively and efficiently delegate, manage, and complete work to support a growing organization.
- € 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 with the **Subject line: Interim Labor Representative (Your Name)**. Please include your name in the title of each attached document. Applications are due by 5pm PST April 20th.

Note: This will be a rapid hiring process. The ideal start date is May 2nd. This is an interim position as a full-time Labor Representative position is developed and staffed.

Compensation: This job is a part-time unrepresented position, up to 24 hours per week. Pay is \$34.30 per hour. Benefits contributions to multi-employer trusts include medical and dental insurance, and 401K contributions.

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.