



Dues Clerk, ~20 hours per week, in person in the Georgetown area of Seattle.

Dues Clerk Job Purpose: To assist the Office Manager of IATSE Local 15 in keeping the business of both the Union and the Hiring Hall it operates organized and running smoothly.

Background: IATSE Local 15 represents entertainment industry workers who facilitate and execute live events including theatre, concerts, corporate, and private events. Local 15 represents individuals with regular jobs at various venues and runs a hiring hall for workers to take short-term jobs throughout Western Washington (from Bellingham to Olympia, Seattle, and Port Townsend to the Gorge Amphitheater). This position is focused on the business conducted by the office in managing workers. IATSE 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 Dues Clerk will be expected to demonstrate these values in their work and promote these values in workplace culture.

Reports to: The Dues Clerk reports to the Office Manager, with oversight from the President and Executive Board of IATSE Local 15. At times, the Dues Clerk may be asked to collaborate with Officers of the IATSE Local 15 to conduct their duties.

Job Duties include:

- ❖ Coordinate with the Office Manager, officers, and employees of IATSE Local 15 to implement the Local's strategic goals.
- ❖ Provide a consistently high level of customer service to the workers who use the services of IATSE Local 15 or its Hiring Hall.
- ❖ Follow the direction of the Membership.
- ❖ Generate reports from raw data and existing databases for internal and external use.
- ❖ Calculate important dates for workers based on when hours were worked.
- ❖ Print and affix stamps to membership cards before mailing them out.
- ❖ Generate receipts, log payments and hours, and cross-reference reports for accuracy.
- ❖ Pick up and sort mail as needed.

- ❖ Prepare and send out bulk mailings, including generating mailing labels and sorting.
- ❖ Be present at the front desk to provide reception services for workers calling or visiting the office with questions.
- ❖ Other duties that fall within the scope of OPEIU Local 8's definition of Group 5 workers or lower.

Skills and experience to be successful include:

- ❖ Experience working in the live events industry a bonus.
- ❖ Experience working with represented staff.
- ❖ Excellent time management and organizational skills, must be detail-oriented and able to track complex rules.
- ❖ Ability to effectively and efficiently communicate and collaborate in a diverse atmosphere of workers and employers

Requirements to qualify include:

- ❖ Associates degree or equivalent experience in business, accounting, computer science, labor relations, industrial relations, or a related field.
- ❖ Two or more years of office experience.
- ❖ Proficiency in Access, Microsoft Office, including Outlook, Word, Excel and Teams; helpful to know Forms.
- ❖ Literacy with communication tools and applications such as: Zoom and social media platforms.
- ❖ Familiarity with database management.

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 management at large organizations to workers with marginalized backgrounds.
- ❖ Customer Service - the ability to work effectively with workers to satisfy their service expectations in order to maintain harmony with the workforce.
- ❖ Task Management - effectively and efficiently manage and complete work that will affect 1000+ workers maintaining their livelihoods through work represented by IATSE Local 15.
- ❖ 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 eboard@ia15.org with the Subject line: Dues Clerk Application (Your Name). Please include your name in the title of each attached document.

Compensation: This job is a part-time, non-exempt position represented by OPEIU Local 8. Hourly rate is \$28.42 per hour at approximately 20 hours per week. Raises at 6 months and 1 year. Benefits include medical and dental insurance, retirement 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.