



**Hiring Hall Manager**, full time, in person in the Georgetown area of Seattle.

**Hiring Hall Manager Job Purpose:** To manage the IATSE Local 15 Hiring Hall in effectively dispatching workers to all events, to forecast and advance labor demand, to support the recruiting and development of the dispatched workforce and manage represented Dispatch staff. Collaborate with the Board of Examiners on the intake of new workers into the Hiring Hall, as well as with the Business Agent's office on employer contracts.

**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, and from Port Townsend to the Gorge Amphitheater). This position is focused on the hiring hall. 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 Hiring Hall Manager will be expected to demonstrate 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 IATSE Local 15. The Business Representative also reports directly to these entities. At times, the Hiring Hall Manager and the Business Representative will collaborate.

**Job Duties include:**

- ✧ Manage the dispatch staff, including the hiring and scheduling of dispatchers, oversee dispatcher training and supervise dispatchers, coordinate with the Lead Dispatcher, who is a direct report to the Hiring Hall Manager. Provide dispatch staff feedback on performance and provide tools and coaching for performance improvement.
- ✧ 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 new workers.
- ✧ Manage data within the dispatch software system, Union Impact, to ensure the prompt intake of new workers, as well as the timely assignment of jobs to workers to meet the Hiring Hall's anticipated labor needs.

- ⌘ Communicate with Union Impact's support team about software bugs and potential upgrades to the dispatch module.
- ⌘ Manage the Hiring Hall budget.
- ⌘ Advance upcoming work with employers to ensure accurate labor requests and forecasting.
- ⌘ 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 hiring hall.
- ⌘ 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 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:**

- ⌘ 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, Excel and Teams; helpful to know Access and Forms
- ⌘ Literacy with communication tools and applications such as: Zoom 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 **L15HHMCommittee@ia15.org** with the **Subject line: Hiring Hall Manager Application (Your Name)**. Please include your name in the title of each attached document.

**Compensation:** This job is a full-time, exempt, unrepresented position. Salary range is \$70,000-75,000 per year. Full time at Local #15 averages 40-50 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.