



## Temporary Assistant Business Agent

**Office Location:** Seattle Labor Temple, Georgetown. Hybrid (In-Person & Remote) Some site visits are required.

**Job Purpose:** This position shall cover a shortage for an unspecified amount of time. Support the Business Agent in the administration of IATSE Local 15, assist members, and uphold Union policies. Provide support for Assistant Business Agents, Union Office and the Hiring Hall when needed.

**Background:** IATSE Local 15 represents entertainment industry workers who facilitate and execute live events including theatre, concerts, corporate events, and private functions. Local 15 operates a hiring hall for members and non-members to take short-term work throughout the Puget Sound region. The union's values—equity, inclusion, respect, accountability, integrity, adaptability, and excellence—guide all interactions with employers, presenters, audience members, and each other.

**Reports to:** Business Agent

This temporary position has **no vested decision-making authority**, and all work performed shall be undertaken with express direction by the Business Agent Team in a collaborative manner. This is an at-will position with absolutely no guarantee of hours that has been created to fill a shortage. **No hours worked will count towards list placement.**

### Job Duties Include:

- Administrative support for the Business Agent, including research and organizing union records.
- Assist in drafting reports, documentation, and communication.
- Support the enforcement of the Constitution, Bylaws, Dispatch Rules, and union policies.
- Provide assistance to members as directed.
- Support the Assistant Business Agents, Office, and Hiring Hall operations as needed.
- Other duties as assigned under direct supervision of the Business Agent.

**Skills & Experience to be Successful Include:**

- Strong commitment to diversity, equity, and inclusion.
- Compassionate and able to act with confidence and a high degree of trust.
- Strong interpersonal and communication skills, both oral and written.
- The ability to remain calm and professional at all times.
- Excellent time management and organizational skills.
- Ability to work effectively and efficiently in a diverse environment of workers and employers.
- Proficiency in Microsoft Office, including SharePoint, Outlook, Word, and Excel.
- Strong working knowledge of IA15's Dispatch Rules, Policy Book, Constitution, and Bylaws.
- Ability to work independently and collaboratively in a fast-paced environment.

**Requirements to Qualify Include:**

- **Must be an IATSE Local 15 member in good standing for more than 1 year.**
- **Laptop with remote meeting capability required**

**Schedule & Compensation:**

- Hourly Wage: \$32.50 per hour. No overtime is authorized for this position.
- Hours: Up to 30 hours per week.
- Schedule: As directed by the Business Agent, typically Monday-Friday during business hours
- Duration: Temporary; may be eliminated at any time.

**Benefits:**

- Health & Welfare Contribution: 10% of monthly gross wages contributed to Local 15 Health and Welfare Trust.
- Pension: Participation in IATSE Local 15 Retirement Plan (4% contribution) and 401(k) eligibility.

**To Apply:**

Send a resume and cover letter detailing your interest and qualifications to [businessagent@ia15.org](mailto:businessagent@ia15.org) with the subject line: Temporary Assistant Business Agent (Your Name). Please include your name in the title of each attached document.

IATSE Local 15 is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We do 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. We strongly encourage applications from individuals identifying as Black, Indigenous, and People of Color (BIPOC), those experiencing gender oppression, people with disabilities, and LGBTQIA+ individuals.