



Office Manager: An average of 40 - 50 hours per week, in person in the Georgetown area of Seattle.

Office Manager Job Purpose: To manage the administrative functions of the IATSE Local 15 office and to keep 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 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 managing the administrative department of its business. 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 Office Manager will be expected to demonstrate these values in their work and promote these values in workplace culture.

Reports to: The Office Manager reports directly to the President, with oversight from the Executive Board of IATSE Local 15. The Hiring Hall Manager and Business Agent also report directly to these entities. At times, the Office Manager will support the Hiring Hall Manager and Business Agent.

Job Duties include:

- ❖ Supervise a full-time Office Assistant, who reports directly to the Office Manager.
- ❖ Collaborate with the Business Agent, staff, and officers of the Local to implement the Local's strategic goals.
- ❖ Provide a consistently high level of customer service to both the employers, union members, and workers who work with IATSE Local 15 or its Hiring Hall.
- ❖ Manage confidential and sensitive situations which may include union members, workers, office staff, and/or employers.
- ❖ Follow the direction of the Membership.
- ❖ Financial responsibilities, including but not limited to, preparing for annual audits, managing postage, working with financial institutions, transferring

- funds, invoicing, managing receipts and financial records, transmitting payroll, paying bills, tracking receivables/payables/expenses, account reconciliation, and managing file systems, among others.
- ❖ Coordinate with the President and Hiring Hall Manager to address workers in Arrears per Union rules, including enforcing payment plans.
 - ❖ Create and distribute reports for internal and external use as needed.
 - ❖ Purchase, manage, and distribute Union stamps and cards for Members of IATSE Local 15.
 - ❖ Prepare and send mailings to members, both certified and routine.
 - ❖ Provide reception services in coordination with the Office Assistant during scheduled office hours.
 - ❖ Manage databases and shared documents with worker data, Membership status, hour tracking and representation fee contributions.
 - ❖ Suggest process and system improvements for the efficient and effective administration of the Union Office.
 - ❖ Other duties at the direction of the President or Executive Board.

Skills and experience to be successful include:

- ❖ Experience working in the live events industry is a bonus.
- ❖ Experience working with represented staff.
- ❖ Excellent time management and organizational skills.
- ❖ Must be detail oriented.
- ❖ 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.
- ❖ Experience in bookkeeping, accounting, finance, human resources, business, or a related field.
- ❖ One or more years of supervisory experience.
- ❖ Proficient in QuickBooks and other finance management software.
- ❖ Proficiency in Microsoft Office, SharePoint, Outlook, Word, Excel and Teams; helpful to know Forms.
- ❖ Literacy with communication tools and applications such as Zoom and Teams.
- ❖ Proficiency in 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 employers and workers 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 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 hireing@ia15.org with the Subject line: Office Manager Application (Your Name). Please include your name in the title of each attached document.

Compensation: This job is a full-time, exempt, salaried position. The weekly rate is \$1610.80 with an expectation of an average of 40-50 hours worked per week. Benefits include medical and dental insurance, retirement contributions, paid holidays, and paid time off.

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.