



Intermittent Dispatcher: Remote Standby shifts, with in-office work as needed. Office is located at the Seattle Labor Temple in Georgetown, 5030 1st Ave S., Ste. 204, Seattle, WA 98134.

Intermittent Dispatcher Job Purpose: Support workers and employers that have shifts or events scheduled to start outside of normal business hours. You will also be able to bid on office shifts to cover vacations of the fulltime dispatchers, or overflow office coverage.

Background: IATSE Local 15 represents entertainment industry workers who facilitate and execute live events including theatre, concerts, and corporate and private events. Local 15 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 fills labor requests from employers with workers in the Hiring Hall. 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. Dispatchers will be expected to illustrate these values in their work and promote these values in workplace culture.

Reports to: Dispatchers report to the Hiring Hall Manager and follow direction from the Lead Dispatcher.

Job Duties include:

- ☞ **Remote work:** Covering events that start outside of regular office hours, including late nights and early mornings.
- ☞ **Dispatching Workers:** Assigning and offering work to hiring hall members in accordance with IATSE Local 15 Dispatch Rules and Policies. Transmit reliable messages to workers, fill calls, record information pertaining to calls.
- ☞ **Process Employer Labor Requests:** Communicate with employers about labor projected work, incoming labor requests, and completed requests.
- ☞ **Data Entry and Record Keeping:** Keep a Standby Report and log of all phone calls and updates made to the event(s) you are covering during the standby shift and submit via email at the end of each shift.

This report is used to update full-time dispatchers on the status of work after the completion of your shift.

- € **Customer Service:** Maintain high customer service standards. Respond promptly to inquiries. Maintain professional communications with both workers and employers. Redirect inquiries to appropriate resources as necessary. Collaborate with coworkers and Lead Dispatcher.
- € **Other:** Follow the direction of the Lead Dispatcher and report to the Hiring Hall Manager. Seek guidance on Dispatch Rules and Policies, follow directives from Membership as dispersed to you from management.

Skills and experience to be successful include:

- € Experience working in an office setting
- € Excellent time management and organizational skills
- € Ability to communicate & collaborate in a diverse atmosphere of workers and employers effectively & efficiently
- € Experience in the live events industry a plus
- € Ability to work remotely independently while under time pressure

Requirements to qualify include:

- € Type 45 words per minute
- € Attention to detail and the ability to multi-task
- € Proficiency in Microsoft Office, including SharePoint, Outlook, Word, and Excel; helpful to know Teams and Forms
- € Literacy with communication tools and applications such as: Microsoft 365, Zoom, text messaging, and social media platforms.
- € In-Office Training 3/5 days per week for two weeks, and then shadow standby shifts, and eventually work independently.
- € Additional in office training to learn the in office dispatcher roll. This will be ongoing until you are fully trained, up to three days a week.
- € Ability to follow and abide by Local 15 Policies, Dispatch Rules, and the Constitutions & Bi-Laws

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 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

Schedule: Variable. This job is an intermittent position represented by CWA Local 7800. Dispatch is open from 8am-7pm seven days a week, and Dispatchers work in the office between 7:30am and 7:30pm and remotely during when needed outside of office hours providing support to workers and employers who have shifts starting outside of regular office hours. Availability during office hours for training, and Standby shifts. Standby shifts are early AM, PM, and weekends, which are shifts are bid on by Intermittent Dispatchers and are assigned in seniority order. This is a very part-time position, and ideal if you have extra time during the evening and mornings.

Compensation: Pay is \$29.19 during training, \$31.81 per hour once fully trained. Benefit contributions to multi-employer trusts include medical and dental insurance, and 401K contributions.

To Apply: Send a resume and a cover letter that speaks to your interest and qualifications for the position. All application materials can be **sent to Hiringhallmgr@ia15.Org** with the **Subject line: Intermittent Dispatcher (Your Name)**. Please include your name in the title of each attached document. This post will close Friday, August 14th, 2026, late or incomplete entries will not be considered.

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.