



IATSE Local 15 – Administrative Assistant

Administrative Assistant: 32-40 hours per week, in person work in the Georgetown area of Seattle.

Administrative Assistant Job Purpose: To provide administrative assistance to IATSE Local 15.

Background: IATSE Local 15 represents entertainment industry workers who facilitate and execute live events including theatre, concerts, and 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 administrative office. 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 Administrative Assistant will be expected to demonstrate these values in their work and promote these values in workplace culture.

Reports to: The Administrative Assistant reports to the Office Manager.

Job Duties Include:

- ❖ Provide administrative support for the Office, Hiring Hall, and Business Agents operations as needed.
- ❖ Provide a consistently high level of customer service to the workers who use the services of IATSE Local 15 or its Hiring Hall.
- ❖ Generate reports from raw data and existing databases.
- ❖ Assist with Membership records and preparing membership cards.
- ❖ Record payroll reports and cross-reference with Union Impact for accuracy.
- ❖ Print documents as requested. Prepare and send out bulk mailings, including generating mailing labels.
- ❖ Be present to provide reception services for workers calling or visiting the office.

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.
- ❖ 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; helpful to know Forms and Union Impact.
- ❖ Literacy with communication tools and applications such as: Zoom, Teams 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 and harmoniously with workers to satisfy their expectations.
- ❖ Effectively and efficiently complete work that will affect workers maintaining their livelihoods through work represented by IATSE Local 15.
- ❖ Knowledge of the entertainment industry - candidates with industry-specific knowledge who can provide the appropriate quality and quantity of work in a timely and efficient manner.
- ❖ 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 hiring@ia15.org with the Subject line: Administrative Assistant Application (Your Name). Please include your name in the title of each attached document.

Compensation: This job is a full-time, non-exempt position. The hourly rate is \$29.30 per hour at approximately 32-40 hours per week. 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.