

Local 481 Field Representative April 2023

IATSE Local 481 Field Representative

ABOUT IATSE AND LOCAL 481

The International Alliance of Theatrical Stage Employees (IATSE) represents over 160,000 people working behind the scenes in the Entertainment Industry in the United States and Canada.

IATSE Local 481 represents technicians and craftspeople who work behind-the-scenes on a variety of motion picture productions including feature films, commercials, television production, industrials, documentaries, music videos, and web content. Our members live and work in Maine, Massachusetts, New Hampshire, Rhode Island, & Vermont.

THE MEMBERSHIP

Local 481 currently has a membership of 1,350 who work in crafts such as Art Department, Set Construction, Costume, Craft Service, Set Lighting, Greens, Grip, Locations, First Aid, Properties, Set Decoration, Sound, Special Effects, Set Teachers, and Video Assist.

Local 481 is a member organization led by an elected Executive Board and supported by a professional office staff and various member committees. The Business Manager is responsible for the day to day operations of the Local.

JOB SUMMARY

The Field Representative's work includes administering and enforcing motion picture collective bargaining agreements, tracking productions and assisting in organizing commercial and film & television production, providing assistance and advocacy for members with workplace issues, and other duties related to the goals of the Union. The Field Representative will help to resolve member-to-member issues, provide resources for members, gather information and documentation for contract claims and grievances, and assist in the resolution of those grievances and other worksite issues. Worksite visits are required to address on-the-job issues or safety concerns.

Setting priorities, meeting deadlines, investigating, compiling, and analyzing data are critical skills for this position.

Building and maintaining professional relationships with production management personnel, union stewards, production crews, and local area Union representatives is imperative.

Duties will include:

- Communicate with members and visit worksites as necessary to address on-the-job issues or safety concerns and work to facilitate resolutions
- Track projects and their status within the jurisdiction
- Help manage job site stewards
- Help maintain production personnel lists, monitor members reporting their work, and help manage member availability referrals

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- Participate in contract bargaining and preparation including research, training, and attending meetings
- Attend membership and outreach events representing the Local
- Work closely with the Local 481 office staff and to address member questions relating benefits and other issues
- Other duties as assigned

This position reports directly to the Local 481 Business Manager.

REQUIRED QUALIFICATIONS

- High school diploma/GED required. Associates degree or above preferred
- Minimum 2 years of relevant work experience, or equivalent combination of training/experience
- Excellent oral and written communication skills appropriate to working with a well-educated workforce; ability to articulate the Union's message and vision to the membership
- Ability to analyze, think strategically, and exercise a high level of judgment
- Ability to use discretion when handling sensitive and confidential information
- Excellent attention to detail; proficient record keeping skills (and ability to take detailed notes and relay critical information clearly)
- Ability to work collaboratively and independently on multiple projects simultaneously
- Reliable transportation is required

PREFERRED KNOWLEDGE, SKILLS, ABILITIES, & QUALIFICATIONS

- Experience in union work within the entertainment industry
- Specific knowledge of the IATSE and motion picture collective bargaining agreements
- Experience or familiarity of labor and/or employment law
- Experience or familiarity of contract negotiation and administration and/or conflict resolution (mediation, coaching)
- Highly collaborative style and flexible approach; willingness and demonstrated ability to work in teams, as both a lead and a supporting member
- Proficient with Microsoft Office (Word, Excel, Outlook, Powerpoint, Access), Adobe Acrobat, Zoom, social media engagement: Facebook, Twitter, and Mailchimp or other CRM
- Bilingual in English/Spanish a plus

WORKING CONDITIONS

Work is conducted in an office setting, based in Woburn, MA, with travel to work sites within the Local 481 jurisdiction (MA, RI, NH, ME, & VT) as needed.

There is a possibility of some remote work after initial on-site training. This is subject to change. This is generally a M-F, 9am - 5pm position. However, production schedules may require work on evenings and weekends. In addition, attendance at 8 weekend day union meetings a year is required.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or sitting at events

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- Able to travel as needed

SALARY RANGE

\$80,000 – \$90,000/year

BENEFITS

Comprehensive Health Insurance Coverage, Annuity and Pension Retirement Package, Paid Time Off, & Mileage and cell phone reimbursement

APPLYING

Please submit Resume, Cover Letter, and References for this position by emailing jobs@iatse481.com

IATSE Local 481 celebrates diversity and is committed to creating an inclusive and equitable environment for all employees. These values are critical to supporting the talented individuals we recruit and support.

IATSE Local 481 is an Equal Opportunity Employer. We provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.