

## **Local 481 Training Assistant 2023**

### **IATSE Local 481 Training Assistant**

#### **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 Training Assistant's work includes helping to coordinate approved training classes and respond to training needs as they emerge for the membership. The Training Assistant will work closely with the Training Coordinator to manage communication to Local 481 members, work with area vendors to secure facilities, equipment, personnel, and manage documentation and records for both internal records as well as external grants and funding.

The ideal candidate should have excellent oral and written communication skills and be very comfortable using a PC or Mac. They should be able to organize their work using the tools: MS Office (Excel, Word, Outlook, etc.) They should have experience with managing multiple simultaneous projects and a track record of exceptional time management. The candidate should also be able to build and maintain professional relationships with internal members and vendors.

Duties will include:

- Assist with managing Training Program processes, procedures, budget, and templates using MS Word, Excel, Outlook, Access, Local 481 Database, Zoom Pro, MailChimp, SignUp Genius, and PandaDoc.
- Conduct research, as needed, to identify safety and training articles, studies and resources
- Oversee assembly of training materials and packages
- Assist with training scheduling and logistics
- Utilize database information to communicate with trainers, mentors, and attendees
- Assist with classroom site set-up, break-down, trainer support, and catering
- Attend trainings to provide support and problem solve any logistics issues
- Take photos of classes for social media, future catalogs, and archival purposes
- Assist with submission of training grant applications and expense reports
- Work with trainers, office staff, and printers to keep all training materials and manuals current

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- Assist in maintaining all files pertaining to course offerings, budgets, grants, and cost reports
- Assist in maintaining training support equipment (projector, A/V, signage, etc)
- Assist in updating training and education information and resources on website
- Assist in submission of Safety Pass, Safety First!, and LinkedIn Learning applications from members and raising member awareness and access of the same
- Assist in oversight of member special qualifications in database
- Other duties as assigned

This position reports directly to the Local 481 Training Coordinator.

### **REQUIRED QUALIFICATIONS**

- High school diploma/GED required. Associate's degree or above preferred.
- Minimum 2 years of experience in an administrative role
- Excellent oral and written communication skills
- Excellent time management skills
- Strong organizational skills with the ability to multitask
- Excellent attention to detail and problem-solving skills
- Maintain confidentiality of sensitive information
- High proficiency with Microsoft Office (Excel, Word, Outlook, & PowerPoint)
- Ability to analyze, think strategically, and exercise a high level of judgment
- Ability to work collaboratively and independently on multiple projects simultaneously
- Smart phone with working camera is required
- Valid driver's license is required
- Reliable transportation is required

### **PREFERRED KNOWLEDGE, SKILLS, ABILITIES, & QUALIFICATIONS**

- Experience in union work and/or within the entertainment industry
- Highly collaborative style and flexible approach; willingness and demonstrated ability to work in teams, as both a lead and a supporting member
- Experience using Zoom Pro, Adobe Acrobat, Outlook Events, Facebook Admin, MailChimp, SignUp Genius, PandaDoc
- Experience coordinating events and taking photos
- Experience in managing digital archives and research

### **WORKING CONDITIONS**

Work is conducted in an office setting, based in Woburn, MA, with travel to training 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.

Administrative work will largely take place 9am – 5pm, M-F. Local 481 training classes are predominantly held on weekends, so a candidate will be expected to work approximately 2-3 weekend days per month, with additional weekend shifts during the heavier training season months of January – March.

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### **Physical Requirements:**

- Ability to frequently lift 10-15lbs
- Ability to occasionally lift up to 50lbs
- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or sitting at trainings/events
- Public speaking including introducing vendors and interacting with union members at events in-person and/or on zoom
- Able to travel as needed

### **SALARY**

\$62,500/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](mailto:jobs@iatse481.com)

**Candidates may be asked to complete a computer skills assessment as part of the interview process.**

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.