



JOB POSTING
Competition 2023-01-ABR
March 14, 2023

Classification:	Assistant Business Representative
Hourly Base Rate:	\$50.50 per hour in accordance with USW Collective Agreement
Job Title:	Assistant Business Representative, Permanent Full Time
Hours of Work:	Five (5) eight (8) hour days a week
	As assigned, days of work may vary up to 10 hours per day
Closing Date:	March 22, 2023, at 5:00 pm

Job Overview:

IATSE Local 891 is a labour organization representing over 10,000 professional artists and technicians working in nineteen (19) different departments in the British Columbia and Yukon film industry. The skills, professionalism, and world-class reputation of IATSE Local 891's members attract film and television producers from across the globe.

We are expanding our team in the IATSE 891 Office of the Business Representative. The Assistant Business Representative reports to the Manager of Finance and Administration, up to the President, and takes daily direction from the Business Representative.

Responsibilities:

- Assists the Business Representative in actively pursuing production work and promoting British Columbia and the Yukon as an internationally renowned hub of motion picture production.
- Pursues and develops functional and productive relationships with local film and television producers.
- Assists with marketing and advertising initiatives as assigned, locally, provincially, and internationally.
- Attends and reports on industry meetings with critical stakeholders and labour representatives as assigned by the Business Representative.
- Participates in maintaining a list of active film and television producers and productions in British Columbia.
- Assists in representing the BC Motion Picture Industry workers to government at all levels: civic, provincial, and federal, as directed by the Business Representative.
- Assists in facilitating interactions with regulatory bodies in British Columbia that impact the work of IATSE 891 and its members.

- Assists in working with other industry stakeholders to further sustainability initiatives to improve the long-term sustainability, health, and well-being of the members of IATSE 891 and the more significant motion picture industry.
- Assists in supporting collaborative initiatives focused on BC motion picture workforce development and diversification.
- Assists with the collective bargaining process of the BCCFU Master Agreement.
- Assists with collective bargaining of independent agreements.
- Participates in maintaining statistical research for collective bargaining purposes.
- Assists with maintaining the Union's brand message.
- Assists with communications and administration of IATSE 891 events.
- Other related duties as required.

Required experience:

- Knowledge and experience in the BC Motion Picture production community.
- Minimum of three (3) years' experience in a related creative industry, with preference given to those with business and labour relations experience.
- Government relations and lobbying experience preferred.

Qualifications:

- Successful completion of post-secondary education in a relevant field; including but not limited to business, communications, and labour relations; or an equivalent combination of education and experience.
- Strong attention to detail and demonstrated ability to understand contractual language.
- Demonstrated detailed knowledge of production budgeting.
- Exceptional verbal, written and interpersonal communication skills.
- Ability to interact comfortably with an active membership of over 10,000 members as well as all internal and external stakeholders.
- High proficiency in productivity software, primarily Microsoft Office Suite and Google Suite.
- Ability to work well independently and in a team environment.

Interested candidates must apply in writing and should submit a current resume if one is not already on file by **March 22, 2023**, with your name in the subject line to **Human Resources at humanresources@iatse.com** and listing the **Competition #2023-01-ABR**.

We want to thank all applicants for their interest, but only those short-listed will be contacted.

Reconciliation, Diversity, Equity, and Inclusion are essential to IATSE's goals of creating a great workplace. We are committed to building a representative workforce and encourage applications reflecting the diversity of sex, sexual orientation, gender identity or expression, racialization or ancestry, disability, political belief, religion, marital or family status, age, and status as a First Nation, Métis, Inuit, or Indigenous person.