

JOB DESCRIPTION

AGENCY SPECIALIST I

Specialist I

The **Agency Specialist I** is a full-time, non-exempt position with full benefits. Compensation is commensurate with experience. The grade level is 11.

Under the supervision of the Director of the Agency Department, the Agency Specialist I enforces talent agency compliance with the Franchise Agreement; advocates for the Guild and Guild members in agency-related matters; investigates potential MBA violations, including unpaid-compensation and late-pay matters, with agency-provided information; counsels Guild members as to their obligations under Guild Working Rules and their rights under the MBA and the Franchise Agreement; and provides professional support for other Agency Department initiatives.

ESSENTIAL FUNCTIONS

1. Advises and educates talent agencies about their obligations under the Franchise Agreement;
2. Monitors and enforces talent agency compliance with obligations under Franchise Agreement, and drafts and communicates first demand to franchised agency in the event of non-compliance; works to resolve such disputes before initiation of an arbitration claim;
3. Educates and counsels Guild members about their rights under the MBA and the Franchise Agreement, including Rider W, and individual representation agreements;
4. Reviews, analyzes, and advises Guild members concerning representation agreements and similar documents;
5. Educates and counsels Guild members concerning commission matters arising under the Franchise Agreement, the Artists' Manager Basic Agreement of 1976, and individual representation agreements;
6. Assists Guild members in resolving disputes with agencies (e.g., reimbursement of improper commissions);
7. Generates agency reports from Guild databases, and modifies the report as necessary to support Agency Department needs;
8. Investigates potential MBA violations, including whether writers have been paid, and on a timely basis, for their writing services;
9. Identifies, obtains and analyzes documents and other evidence from writers, agents, attorneys, companies, managers, and/or other departments in the Guild to investigate Agency Department matters and to support Agency Department strategic objectives;
10. Educates and counsels Guild members concerning their obligations under Guild Working Rules;

11. Takes and transcribes minutes for Guild meetings, including staff meetings and negotiations; and
12. Performs additional duties as deemed necessary by the Director of the Agency Department.

OCCUPATIONAL REQUIREMENTS

The qualified applicant has excellent verbal and written communication skills; excellent analytical and organizational skills with attention to detail; a professional telephone manner; excellent time management skills; and the ability to handle sensitive and complex matters in high-pressure situations.

Must be computer literate in Microsoft Word, Outlook and Excel. The qualified applicant must be data-oriented and able to spend substantial parts of the day working in or with spreadsheets, reports and databases.

The Agency Specialist I must be able to work in a fast-paced environment and to interact with members, staff and individuals from the entertainment community on sensitive and confidential matters in a personable and professional manner and with minimum supervision. The qualified applicant must be able to handle multiple projects simultaneously.

PHYSICAL REQUIREMENTS

Sedentary work: occasional lifting from floor level to overhead levels, reaching, bending, sitting, stooping, twisting, turning, visual acuity and manual dexterity.

MENTAL REQUIREMENTS

Must have the ability to comprehend and interpret complex bargaining agreements, regulations, writing services agreements, and other related contracts; perform activities on schedule; maintain regular attendance and punctuality; and interact with others professionally and with discretion. Must have the ability to multi-task and remain calm and focused under pressure.

ENVIRONMENTAL CONDITIONS

Does not require working near hazardous equipment or machines. Minimal exposure to noise, dust, gas, odors, fumes.