

## COUNSEL

The Writers Guild of America West (WGAW) seeks qualified applicants for the position of **Counsel**. This incredible opportunity is a full-time, exempt (salaried) position that features full benefits, competitive pay and a hybrid work schedule with 3 in office days and 2 remote days.

Under the direction and supervision of the Director of Legal Services, Counsel is responsible for enforcement of the Guild's collective bargaining agreements and writers' contracts (including employment, purchase and/or option contracts) through arbitration, litigation, and proceedings before the NLRB or state administrative agencies.

### **ESSENTIAL FUNCTIONS**

- 1) Handle a large caseload including many cases of substantial complexity.
- 2) Investigate each case and prepare the case for hearing/trial by interviewing potential witnesses, preparing subpoenas, compiling and analyzing contracts, financial records, statistical information, bargaining history and other documentary evidence.
- 3) Conduct arbitration hearings, trials and other hearings on behalf of the Guild and writers.
- 4) Conduct bargaining history and legal research related to cases and potential cases.
- 5) Write briefs and other legal documents containing analysis of facts, legal and arbitral precedent, legal principles and argument.
- 6) Negotiate settlement of disputes when possible.
- 7) Prepare legal documents for court and other tribunals.
- 8) Other duties as required.

### **ADDITIONAL JOB FUNCTIONS OR DUTIES**

- 1) Advise and assist other Guild departments regarding legal issues and assist executive staff as required by the Director of Legal Services.
- 2) Prepare reports for appropriate persons and entities, such as Executive Director, Assistant Executive Directors, Enforcement Task Force and Board of Directors as required by the Director of Legal Services.

### **OCCUPATIONAL REQUIREMENTS**

Graduation from law school with a J.D. degree and admission to California State Bar required. Two to six years of experience required. Second chair experience helpful. NLRB and wage and hour experience a plus. Excellent analytical, advocacy and writing skills required. Computer literate. Good math skills also helpful.

The salary range for this position is **\$125,000 - \$150,000**.

Applicants should email **cover letter and resume** to the Human Resources Department of the Writers Guild at [Recruitment](#).

For more information on the WGAW, please visit: [www.wga.org](http://www.wga.org)

*WGAW is an equal opportunity employer. We strongly encourage qualified people with diverse backgrounds to apply.*