

November 2025

JOB OPENING ANNOUNCEMENT
DIRECTOR OF CREDITS
CREDITS DEPARTMENT

The Writers Guild of America West seeks qualified candidates for the position of Director of Credits. This is a full-time, exempt (salaried) role with full benefits. Compensation is commensurate with experience. This role will follow a **hybrid** schedule with 3 days in office and 2 remote days.

Under the direction and supervision of an Assistant Executive Director, the Director of Credits is responsible for enforcement of the credits provisions of the WGA's collective bargaining agreements (collectively "MBA"), the overall operations of the Credits Department, and the supervision and coordination of credits-related activity for the Guild. The Credits Department is responsible for determining writing credits in accordance with the MBA, maintaining accurate records of such credits and enforcing the credits provisions of the MBA to ensure that credits are displayed accurately in all media.

ESSENTIAL FUNCTIONS

- 1) Develop and implement a comprehensive departmental plan;
- 2) Directly supervise Credits Department staff and generally oversee all Department functions, including delegation of investigations and other work;
- 3) Manage human resources issues relating to the Credits Department personnel, including hiring, discipline, performance evaluations, etc.;
- 4) Responsible for department operations including: a) neutral administration of credits rules and processes set forth in the MBA and credits policy manuals, including but not limited to participating writer investigations, pre-arbitration hearings, credit arbitrations, and policy review boards; b) enforcement of all credits provisions of the MBA; and c) compilation and maintenance of statistical information related to credits;
- 5) Advise writers, writer representatives, Guild staff, and company representatives, about credits rules and related procedures;
- 6) Advise and work closely with other Guild Departments (including Executive, Contracts, Legal Services, Residuals, and Signatories);
- 7) Analyze writers' contracts and related documents relevant to the administration of credits and procedures. Supervise Department staff who do the same;
- 8) Investigate and resolve potential violations of credits rule, as needed. Negotiate and draft settlement agreements, as needed. Supervise Department staff who do the same;
- 9) Consult with Guild counsel on legal claims, as needed;
- 10) Prepare and/or review and approve case referrals to the Legal Department. When necessary, testify on credits issues in legal arbitrations.
- 11) In conjunction with Executive staff and others, make policy decisions concerning the handling of cases in a manner consistent with Guild policy and strategic objectives.
- 12) Prepare monthly report of Credits Department activities for the supervising Assistant Executive Director.
- 13) Work with member committees on credits issues, including revising policy manuals. With Department staff and in consultation with Executive, Legal, and Contracts staff, create guidelines, newsletters, forms, pamphlets, and directories as needed to assist members in understanding credits rules and procedures;

- 14) Other duties assigned by the Assistant Executive Director or the Executive Director.

OCCUPATIONAL QUALIFICATIONS

Candidates for this position must have excellent analytical and problem-solving skills. Must have the ability to maintain a neutral position while working with writers, agents, attorneys, and company representatives in potentially adversarial situations and the ability to handle all tasks related to the position. Must be able to read, comprehend, interpret, and enforce relevant provisions of the WGA's collective bargaining agreements, credits manuals, and writers' contracts. Excellent written and oral communication skills are essential, as are analytical and organizational skills. Must be able to remain calm and focused under pressure and comply with tight deadlines.

Excellent interpersonal skills required. Must have the ability to work well with others in a fast-paced, multi-faceted work environment. Must interact effectively with staff, writers, agents, labor relations personnel, attorneys, and others. Must be computer literate in MS Word and Excel. J.D., entertainment industry experience, and trial or binding arbitration experience preferred.

PHYSICAL REQUIREMENTS

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

JOB ACTIVITIES

Sitting, twisting, moving arms, wrists & fingers, occasionally lifting and carrying 10-15 pound boxes, reaching, bending, driving.

MENTAL QUALIFICATIONS

Must have the ability to strategically analyze contracts and a variety of related materials and situations; formulate constructive, strategic approaches to resolution of disputes; create and develop relevant written materials; coordinate meetings and interact with others courteously and professionally; initiate and complete a variety of tasks while remaining calm under pressure.

ENVIRONMENTAL CONDITIONS

Requires very low exposure to work near hazardous equipment or machines. Very low exposure to noise, dust, gas, odors, fumes.

Salary:

*The salary range for this position is **\$141,000 – \$175,000 annual.***

To Apply:

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

For more information on the WGAW, please visit: www.wga.org
WGAW is an equal opportunity employer. We strongly encourage qualified people with diverse backgrounds to apply.