

**SIGNATORIES COORDINATOR
(COORDINATOR II)**

Signatories Department

Signatories Department

December 1, 2025

The Writers Guild is currently seeking qualified applicants for the position of Signatories Coordinator II. This is a full-time, non-exempt position with full benefits. This is a **hybrid** position with **3** in office days and **2** remote days.

Under the direct supervision of the Signatories/Financial Assurances Administrator, the position provides administrative and clerical support to the Signatories Department. The Signatories Department is responsible for signing companies to the Guild's collective bargaining agreements. It processes, records and maintains signatory applications, coordinates Working Rule 8 waiver requests and Canadian Sideletters, obtains financial assurances and updates the Strike/Unfair List.

ESSENTIAL FUNCTIONS

1. Interpret and enforce the signatory provisions of the Minimum Basic Agreement.
2. Respond to signatory and Canadian waiver inquiries from other WGAW departments and sources outside the Guild.
3. Perform first pass signatory application review and identify all application errors.
4. Alert department administrator of Guild Strike/Unfair List applicants.
5. Enter time-sensitive and confidential new applicant data and update existing data in database for WGAW and WGAE records.
6. Maintain and update company record database as needed, including but not limited to address changes, staffing changes, and dissolutions.
7. Create electronic files for new signatory companies and scan documents as needed.
8. Review writer contracts and identify below minimum terms.
9. Advise producers of below minimum contracts that must be rectified prior a writer accepting employment.
10. Prepare Sideletter Agreement for Canadian companies on a per project basis.
11. Contact writers in need of a Working Rule 8 waiver.
12. Process Working Rule 8 waiver requests.
13. Draft and issue Canadian waiver letters once waivers have been approved by Waiver Committee.
14. Coordinate with the WGC when waivers and Sideletters are approved.
15. Maintain Sideletter and approved waiver lists.
16. Perform research via the internet, Guild records and inquiries to writer, production companies and their representatives to determine WGA coverage on projects.
17. Investigate non-signatory booking records and contracts received by the Agency Department.
18. Identify when a company must sign to the applicable Minimum Basic Agreement and send signatory applications to potential signatory companies.
19. Notify WGA members when company submits a signatory application.
20. Add new member loanout information and update existing member loanout information in database.
21. Inform various Guild departments and the Writers Guild Pension Plan and Health Fund of new signatory and Canadian Sideletter entities.

22. Notify members and Organizing Department of Working Rule 8 violations on a timely basis.
23. Provide customer service via telephone and email by clearly explaining signatory eligibility requirements.
24. Respond to Signatories Department email.
25. Investigate new company addresses for returned mail.
26. Perform other duties as required.

OCCUPATIONAL QUALIFICATIONS

The ideal candidate must have an exceptional attention to detail and be meticulous when completing tasks. This individual must take great care in the smallest parts of the job to ensure accuracy while maintaining a high-quality work product. The ideal candidate must be able to manage multiple projects simultaneously and prioritize competing assignments. Must have excellent customer service and interpersonal skills while maintaining composure in a fast-paced work environment. Types at least 60 words per minute and is proficient with Outlook, Microsoft Word, Excel and Adobe Acrobat.

PHYSICAL REQUIREMENTS

This person should be able to sit for lengthy periods of time. Must be able to occasionally lift and carry 10-20 pound boxes and push and pull cabinet drawers. Must be able to bend, stoop, reach, sit, twist, move arms, wrists, fingers.

MENTAL REQUIREMENTS

Must have the ability to: comprehend and follow instructions; communicate correct information to callers; perform activities on schedule, maintain regular attendance and punctuality and interact with others courteously and professionally. 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. Low exposure to noise, dust, gas, odors, fumes.

Salary:

The salary range for this position is \$ \$53,000 – \$68,000 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.