



**ACTRA (Alliance of Canadian Cinema, Television and Radio Artists)** is the national union of over 30,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

## **ACTRA Recording Artists' Collecting Society is seeking a full-time: International Coordinator**

### **Position Scope:**

ACTRA RACS (Recording Artists' Collecting Society) is a division of ACTRA Performers' Rights Society that collects and distributes neighbouring rights and private copying royalties for sound recording and audio-visual performers. ACTRA RACS represents artists in Canada and internationally through a network of bilateral agreements with collective management organizations (CMOs) worldwide.

Under the direction of the Associate Director of ACTRA Performers' Rights Society ('ACTRA PRS'), the International Coordinator will work in collaboration with internal and external teams and stakeholders to ensure the efficient operation and highest standard of service.

### **Position Responsibilities:**

Duties include but are not limited to:

#### **International Administration & Coordination**

- Facilitate international relationships with Collective Management Organizations ('CMOs') to facilitate efficient bilateral royalty collections and distributions.
- Oversee international data exchanges and ensure accurate, timely royalty reporting.
- Ensure compliance with international tax regulations for cross-border payments.
- Coordinate international disbursement timelines to optimize performer revenue.

#### **Stakeholder Engagement & Outreach**

- Serve as a liaison for ACTRA RACS with international partners and associations.
- Represent ACTRA RACS at international forums, meetings, and working groups, as needed and pre-approved.
- Respond to member and CMO inquiries relating to international collections.

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- Bilateral Agreement Management
- Support negotiation, implementation, and monitoring of bilateral agreements with CMOs.
- Maintain and update agreement records, ensuring accuracy and adherence to the terms of the agreement(s).
- Identify and evaluate new partnership opportunities with international organizations.

## **Data & Rights Management**

- Collaborate with ITDS and the Membership Royalties Data Analyst to ensure accurate intake and processing of international data.
- Resolve metadata conflicts and ensure repertoire integrity in royalty tracking.
- Monitor and resolve unclaimed or unmatched royalties with international partners.

## **Reporting & Strategy**

- Produce regular reports on international collections and distributions, including metrics and forecasts.
- Assist in developing and executing strategies to expand international reach and revenue.
- Track and report to management on legal and regulatory developments impacting international rights management on a regular basis.

## **General Duties**

- Support continuous improvement of international processes and best practices.
- Other duties as assigned within the scope of the position.

## **Qualifications:**

- A post-secondary degree in Arts, Business, or Information Systems required.
- Minimum 5 years' experience in copyright, neighbouring rights, or international rights administration preferred.
- Knowledge of international copyright frameworks and collective rights management is preferred.
- Experience working with bilateral agreements and international partnerships.
- Familiarity with data and royalty systems; knowledge of DDEX or similar standards an asset.
- Strong verbal and written communication skills; ability to explain complex topics clearly to a variety of audiences.
- Excellent organizational and project management skills.

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- Self-starter who can take ownership of tasks, willing to go the extra mile for members and CMO partners.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficiency with Microsoft Office (Word, Excel, Outlook); strong Excel skills preferred.
- A strong commitment to advocacy and equity for performers in the international landscape
- Bilingualism (English and French) is an asset; additional languages would also be beneficial.

## **Application Process:**

Interested applicants are invited to submit a resume and cover letter to [humanresources@actra.ca](mailto:humanresources@actra.ca) **quoting '2025-15 'International Coordinator' in the email subject line.**

*ACTRA is committed to employment and pay equity, and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and LGBTQ2+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA') we provide the accommodations necessary to ensure full participation in our recruitment processes. If you require an accommodation during any stage of the recruitment process, please notify Human Resources.*

Thank you for your interest in joining us. Only those selected for an interview will be contacted.