

ACTRA

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 Performers' Rights Society ('ACTRA PRS') is seeking a full-time:

Data Processing Clerk

Position Scope:

Under the direction of the Associate Director, ACTRA PRS the Data Processing Clerk will work in collaboration with internal and external teams and stakeholders across the organization to ensure the efficient operation and highest standard of service

Position Responsibilities:

Duties include but are not limited to:

- Compile, review, and enter the production and performer data into ACTRA databases on a timely basis, validating the accuracy of entries and maintaining track of progress.
- Sort, match, and index digital scans of production and performer data, ensuring accurate matching to the data entered in the ACTRA Use Fee processing system and digitizing any missing and/or corrupted documents.
- Research and respond to applicable claims related queries identified and queued by the PRS Claims team.
- Update and maintain cheque deposit log, scan and file cheque copies into the network production files for processing.
- Disseminate information and material as assigned by PRS Claims Management.
- Assist and support any team-related risk management and system/process improvement research and projects as required.
- Assist in maintaining the PRS report tracking log.
- Performing general office duties required by PRS Claims, including but not limited to organizational support, data maintenance, and other related duties and ad-hoc projects generally considered to be within the scope of this position and the operational needs of the team.

ACTRA

Qualifications:

- Post secondary education, i.e., diploma in administrative studies preferred
- Post secondary education and experience in the entertainment industry or related industry is preferred.
- Minimum 2 years of relevant experience.
- Fundamental knowledge of the entertainment industry is an asset.
- Exceptional interpersonal, organizational, communication (verbal and written), and presentation skills with the ability to work effectively as part of a team and independently; and to collaborate with colleagues across departments and Functional Teams.
- Time Management and ability to work in a fast-paced setting required.
- Demonstrated strong applied knowledge of the Microsoft group of programs (MS Word, Excel, PowerPoint, Outlook, and Teams)
- Strong attention to detail, problem solving resourcefulness, organizational and prioritization skills.
- Possessing the technical proficiency to learn and apply new applications.
- Maintain Confidentiality and discretion.
- Be customer service focused.
- Must be able to maintain positive and constructive working relationships with staff and ACTRA performers.

Application Process:

Interested applicants are invited to submit a resume and cover letter to humanresources@actra.ca quoting '2025-16 'Data Processing Clerk' 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.