

# 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:**

## **Administrative Assistant**

### **Position Scope:**

Under the direction of the Associate Director, ACTRA PRS, the Administrative Assistant 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:

- Support the entry, maintenance, and improvement of large and complex data sets among multiple internal and external users, databases, and integration protocols in a highly technological and fast evolving digital media environment.
- Support connection and meetings between PRS board, National Executive Director, Director, Manager, staff, and members, as well as Collective Management Organizations (CMO's), digital media producers, distributors, broadcasters and/or online intermediaries through meeting and schedule coordination, meeting support, minute taking, presentation preparation, document preparation, agenda preparation and sharing of materials.
- Support efficient processing and entry of production, repertoire and performer data received from members and relevant stakeholders.
- Assist with Performer, Agent and CMO query response, coordinating with external organisations to reach resolution if required, via both phone and email with assistance of PRS team.
- Support the updating of historical data and integration of historical data with internal and external IT systems as systems develop.
- Assist with delivery of membership, production, and repertoire data to external organisations, assist with reconciliation of return of this data where required.
- Assist with the processing of Security Agreements registration data from all Branches.
- Assist with the organization and processing of CMO agreements from domestic and international organisations.
- Coordinating operational activity and data exchange between CMOs and other business stakeholders.
- Support with creating and monitoring operational work schedules
- Support royalty payment reconciliation, and identification of issues that may be blocking

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the collection of royalties and use fees for members and CMO partners.

- Support scheduled reporting on royalty and use fee collections and data exchange metrics to internally and externally.
- Support repertoire data exchange process relating to PRS data upload and download in external systems and databases. Assist with member and repertoire data management in these systems.
- Assist with the optimization of sales, playlist, airplay and licensing report ingestion by supporting loading of files and reviewing results.
- Support high quality delivery of use fee and royalty claims with a focus on quality data delivery.
- Support efficient processing of repertoire data and claims from external stakeholders and assist team with compiling feedback.
- Coordinating reports for other Guilds, CMOs or Unions and assisting in the compilation of information needed to maintain the PRS databases
- Support improvements in data, use fee and royalty processes and development of documentation.
- Provide support for social media communications and campaigns for the PRS department when needed.
- Issuing and assisting with processing of invoices, payments and statements. Ensuring these are paid or received on time and reflected in relevant systems.
- Booking of, preparation for, and taking minutes for meetings, including meetings of the PRS Board of Directors.
- Collaborate in development, creation and review of reports produced by PRS department.
- Performing general office functions required by the PRS department, including but not limited to; organizational support, data maintenance, maintaining proper filing systems, mailings, initiating projects under the supervision of the Associate Director and or the Director, ACTRA PRS and providing general information to membership.
- Other administrative duties and projects as assigned within the scope of this position

## Qualifications:

- Post secondary education, i.e., diploma in administrative studies preferred or equivalent work experience
- At least two (2) years direct experience preferred.
- Knowledge of cultural industries contract, use fee and copyright royalty framework and administration.
- High performance experience in updating and supporting large and complex data sets in conjunction with multiple internal and external databases and integration frameworks.
- Strong database, data entry, data maintenance and administrative skills, organized with excellent attention to detail.
- Ability to coordinate schedules, find optimal times for meetings, take citable minutes and support technology and other needs for meetings with discretion and sensitivity to member and team dynamics.
- Excellent ability to multi-task and handle multiple high priority items often with tight deadlines.
- Self-starter who can take responsibility for tasks set.

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- Computer literate in the Microsoft group of programs and complimentary programs (MS Word, Excel (intermediate to advance), Access, PowerPoint, Outlook Calendar, Zoom, Microsoft Teams)
- Experience understanding database queries for reporting, business information and relating information to internal and external stakeholders.
- Strong interpersonal and communication skills
- Strong customer service mindset

## **Application Process:**

Interested applicants are invited to submit a resume and cover letter to **humanresources@actra.ca** quoting '2025-18 'Administrative Assistant-ACTRA PRS' in the email subject line.

**NOTE: this position is located in Downtown Toronto and is in-office based.**

*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.