

ACTRA

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of over 27,000 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 National is seeking a full-time: Regional Director

Position Scope:

The Regional Director works under the direction of the National Executive Director. The position is responsible for supervising multiple office locations by providing leadership, knowledge, direction, and goals for Branch operations and staff.

An experienced and strategic professional with expertise in the field of labour relations and, the entertainment industry with strong experience in providing advice to unions, studios, creators, distributors, live action, digital and animated content producers, and artists is key.

The director will cultivate harmonized, inclusive, and engaged teams through the leadership, support, and promotion of a continuous improvement culture. The director will actively promote ACTRA as an industry leader by being participative, and collaborative with industry partners and stakeholders.

Responsibilities:

Duties include but are not limited to:

- Supporting the National Executive Director and other National Directors as a key resource for matters pertaining to ACTRA regional offices.
- Administration of and ensuring compliance with ACTRA Collective Agreements.
- In collaboration with the Collective Bargaining team, will assist in the preparation of proposals for negotiations and participate in the negotiation of National Collective Agreements as required.
- Processing of ACTRA Collective Agreement grievances up to and including arbitration in collaboration with the Collective Bargaining team.
- Provide information and assistance to members, non-members and engagers on matters related to the Collective Agreements.
- Support the Administration of the ACTRA Constitution and By-laws.
- Providing support for the regional branch offices. This includes support for the leadership, attending Annual General Meetings (AGMs) & Awards or other similar branch member events.
- Responsible for the administration of the regional branches.
- Support regional branches with outreach to local industry partners.
- Coordination of regional efforts such as lobbying, promotion and organizing.
- Responsible for overseeing each regional branch budget.

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- Attendance at ACTRA National Council, Executive and Senior Staff Meetings, this may include preparing presentation materials and acting as a subject matter expert when needed.
- Ability to adapt duties as the business grows, technology and needs change.
- Participation in the negotiation of the staff Collective Agreement.
- Responsible for the supervision of regional branch office staff.
- In collaboration with National Human Resources, is responsible for the hiring and job performance management of regional office branch staff.
- Responsible for performing annual job performance reviews for regional branch staff.
- Influences and motivates others to maximize their job performance.
- Promote a work culture that is accepting, emphasizes teamwork, and has a respect for each other's differences.
- Work in compliance with ACTRA policies and procedures.
- Travel on short notice is essential.
- Other duties as assigned within the scope of the position.

Committees:

- Staff liaison to National Committee's; Support the National Chair to create the committee agenda's, prepare all appropriate meeting documents, write minutes, support the implementation of committee initiatives for; ACTRA Women's Committee / ACTRA Stunt Committee.
- Participation on National industry coalition committees as determined.

*Regional Branch Offices ('Branch') refers to ACTRA Alberta, Manitoba, Maritimes, Montreal, Ottawa, Saskatchewan, and Newfoundland.

This position is based at the ACTRA National office in Toronto.

Qualifications:

Education:

- Minimum education required is a University Degree in Industrial Relations or Business Administration.

Experience:

- A Minimum of five (5) years experience in senior management position.
- At minimum four (4) years related experience required.
- Strong knowledge of labour relations as well as knowledge and awareness of employment related legislation.
- Knowledge of the collective bargaining process is required.
- Knowledge of the film and television industry preferred.

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Abilities:

- Demonstrated experience in the negotiation of Collective Agreements, interpretation of agreement and contract language, drafting of agreement and contract language and preparation and presentation of grievances.
- Results orientated, knows how to get the job done regardless of circumstances.
- Demonstrated ability to connect with an inter-disciplinary team.
- Relationship management, facilitation, and critical thinking skills.
- Ability to independently analyze operational issues with minimal supervision.
- Appreciation for and commitment to delivery of high-quality work.
- Knowledgeable on how to work with elected union leadership and a Council.

Skills

- Advanced writing skills, strong analytical skills, and excellent organizational and time management skills.
- Proficiency in using Microsoft Office software applications.
- Strong and persuasive writing skills and oral advocacy skills.
- Ability to articulate a position clearly and succinctly.
- Strong knowledge of the English language is required.
- Ability to speak and write in French is preferred.
- Exceptional communication skills.
- Excellent accuracy and attention to detail.

Relationships:

- Maintains a constructive working relationship with internal staff, external contacts, ACTRA members, Regional Branch Councils, National Executive and National Council.
- Motivates, guides and coaches' employees to the realization of ACTRA's values, objectives, and performance expectations; maintains a work environment that promotes participation, teamwork, and positive employee relations.
- Takes all reasonable precautions for the protection of workers and abides by all other supervisory level duties in accordance with the Occupational Health & Safety Act and any applicable provincial health and safety legislation.
- Sensitive to working in a culturally diverse environment; ensures differences are respected.

Application Process:

Interested applicants are invited to submit a resume and cover letter by **May 14, 2021 to humanresources@actra.ca quoting '2021-11 'Regional Director' 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.