

# 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 Montreal is seeking a full-time: Associate Director, ACTRA Montreal**

### **POSITION SCOPE:**

The Associate Director, ACTRA Montreal works with the ACTRA Montreal Branch Council to promote, strengthen, and advance the interests of the ACTRA Montreal membership.

The Associate Director oversees all Branch operations, business procedures, financial, legal and compliance matters on behalf of the Council and the membership.

The Associate Director directs all day-to-day operations of the Branch and allocates resources, both human and financial, to ensure delivery of the highest service standards.

### **RESPONSIBILITIES:**

The duties of the Associate Director include, but are not limited to:

- Implementation of the ACTRA Montreal Strategic Plan and operating budget as developed by the ACTRA Montreal Branch Council.
- Management, supervision, mentoring and direction of ACTRA Montreal staff through the assignment of specific duties, tasks, projects.
- Administration and enforcement of all ACTRA Collective Agreements in the jurisdiction, including:
  - ensuring continuous and complete stewardship, including workplace stewarding.
  - ensuring contractual compliance by engagers and members.
  - providing interpretations.
  - conflict resolution.
  - initiation and presentation of grievances.
  - negotiation of contract variances as sanctioned by ACTRA's National Executive Director (NED).
- Negotiation of local ACTRA agreements in collaboration with ACTRA National
- Protection, promotion, and expansion of the ACTRA Montreal jurisdiction through organizing initiatives.
- Implementation of ACTRA National policies and initiatives.
- Ongoing pursuit of the aims and objectives of, and monitoring compliance with the ACTRA National Constitution, ACTRA National By-laws and ACTRA Montreal By-laws.

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## REPORTING:

The Associate Director is an employee of ACTRA National and reports to ACTRA's Regional Director (RD). The Associate Director's mandate is established by the RD, in collaboration with ACTRA Montreal Branch Council. As such, the Associate Director also reports as follows:

- To the Montreal Branch President on day-to-day matters.
- To the Montreal Branch Executive regularly, as required.
- To the Montreal Branch Council at duly constituted Council meetings.

## SUPPORT, LIAISING, LEADERSHIP AND DIRECTION:

The Associate Director represents the interests of the ACTRA Montreal membership locally, nationally, and internationally. For additional clarity, the Associate Director's responsibilities also include, but are not limited to, the following:

- Supporting the Montreal Branch Council, by:
  - Participating in and reporting to Council meetings.
  - Taking and circulating meeting minutes.
  - Promoting strategic thinking and assisting in the ongoing development of the Branch Strategic Plan.
  - Development of the Branch Budget, in collaboration with Branch Council and ACTRA's Senior Director of Finance and ITDS.
  - Acting as a sounding board and supporting the Branch President in the discharge of their responsibilities.
  - Overseeing Council elections, Officer elections, Membership referendums.
  - Assigning appropriate staff resources to committees of Council.
  - Coordinating and participating in and, where appropriate, reporting to membership meetings (Annual General Meeting [AGM], annual Stunt Caucus, annual Background Caucus, annual Awards and film festival events, committees, workshops, training).
  - Assuming the role of the Charging Officer for discipline under the applicable By-laws and agreements.
  - Ensuring local By-laws are up to date and in compliance with ACTRA's National Constitution and By-laws.
  - Representing Montreal's interests as an autonomous organization within ACTRA and facilitating service arrangements between ACTRA Montreal and ACTRA National.
- Directing Montreal staff resources, as part of the ACTRA National Management Team:
  - Implementing ACTRA National Human Resources policies and procedures.
  - Providing consistent and continuous management practices.
  - Ensuring continuity of service and optimizing workflow.
  - Mentoring, coaching, and supporting staff and seeking opportunities for staff training.
  - Conducting regular, formal performance reviews of all direct reports.
  - Promoting a cohesive, positive work environment.

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- Liaising with ACTRA National, by:
  - Representing ACTRA Montreal's interests at National Council and Executive meetings as well as other relevant National meetings.
  - Participating in National collective bargaining.
  - Participating in National management and National & Branch Management meetings, and peer-to-peer discussions with representatives from across the Country.
  - Supporting the work of the NED and the RD.
  - Collaborating and coordinating lobbying initiatives with all levels of government.
  - Promoting National policy initiatives.
- Providing industrial relations leadership, by:
  - Acting as the staff spokesperson for ACTRA Montreal.
  - Co-Chairing the Quebec English Language Production Council.
  - Collaborating with the QC film office; BCTQ.
  - Promoting ACTRA's profile and marketing the Montreal membership locally, nationally, and internationally in both French and English.
  - Collaborating with talent agents, teaching institutions, casting agents.
  - Coordinating and/or selectively participating in local industry initiatives.

The Associate Director is a senior leadership position within ACTRA. This job description is not exhaustive. Other duties may be assigned within the scope of the position.

**This position is based at the ACTRA Montreal office in Montreal.**

## **REQUIREMENTS:**

### **EDUCATION**

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

### **EXPERIENCE**

- A Minimum of five (5) years experience in management position.
- At minimum two (2) 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.

### **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.

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- Relationship management, facilitation, and critical thinking skills.
- Ability to independently analyze operational issues and to create and deliver work plans.
- Appreciation for and commitment to delivery of high-quality work.
- Knowledgeable on how to work with elected union leadership and a Council.
- To provide a high level of customer service to engagers and stakeholders.
- Compliance with all ACTRA policies and procedures.

## 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 required.
- Exceptional communication skills.
- Excellent accuracy and attention to detail.

## RELATIONSHIPS

- Maintains a constructive working relationship with ACTRA Montreal Branch Council, internal staff, external contacts, ACTRA members, and the National Executive 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 Act Respecting Occupational Health & Safety (AOHS).
- 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 **June 10, 2021** to [humanresources@actra.ca](mailto:humanresources@actra.ca) **quoting '2021-13 'Associate Director, ACTRA Montreal' 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. If you require an accommodation during any stage of the recruitment process for accessibility needs, please notify Human Resources.*

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