

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 Performers' Rights Society (PRS) is seeking a full-time: Senior Claims Officer

Responsibilities:

Duties include but are not limited to:

- Advancing both historical and current IPA claims to producers and/or distributors.
- Liaise with producers, distributors, and studios to collect fees due to ACTRA Performers' Rights Society. Included in these fees would be unpaid royalties/residual fees, administration fees, insurance, and retirement contributions.
- Liaise with sister unions internationally to collaborate to advance the collection of amounts due.
- Liaising with all ACTRA branches to keep PRS claims information data current.
- Timely, accurate preparing of claims for processing and disbursement by the Claims Administrator.
- Fielding inquiries relevant to collection of fees and disbursements.
- Assists with policy management and the collection/compilation of reporting data.
- Provide analysis of reporting data to the Director, PRS showing the current and projected claims activity (Canada and U.S.).
- Compile summaries of sales shares for distribution to the Claims Administrator.
- Supports Risk Management in department-related research and projects as requested.
- Work in collaboration with the ACTRA Finance team for the coordination of payments coming in to PRS, i.e., wire transfers and cheques.
- Allocate reporting received from Canadian and U.S. productions to ensure the even distribution of work with the Claims Officer.
- Assist in preparation for grievances/arbitrations and IPA negotiations.
- Assist members/ non-members with any inquiries which could include amounts paid, status of productions etc.
- Other related duties and projects generally considered to be within the job category.

Qualifications:

- University Degree/College Diploma in claims management or business-related programs (or equivalent combination of education/experience).
- Minimum of three (3) years relatable experience preferred.
- Strong understanding and working knowledge of the Film & Television & Digital Media Industry and its practices.
- Strong computer skills and proven use of the Microsoft group of programs (MS Word, Excel, Access).

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- Excellent written, verbal, and interpersonal skills.
- Ability to effectively prioritize, organize, and perform multiple tasks with varying deadlines.
- Proficiency in commonly used claims information database systems a plus.
- Experience in the entertainment or other event businesses preferred.
- Strong attention to detail.
- Ability to take initiative and to take tasks from beginning to end
- Experience. understanding performers' needs.
- Ability to work independently and with others.
- Strong knowledge of the ACTRA Agreements.

Application Process:

Interested applicants are invited to submit a resume and cover letter by **January 16, 2022**, to **humanresources@actra.ca** **quoting '2021-47 'Senior Claims Officer-PRS' 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.