

# 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: Administrative Assistant - Collective Bargaining**

### **Position Scope:**

Under the direction of the Director of Collective Bargaining, People & Operations, the Administrative Assistant - Collective Bargaining will work in collaboration with the Collective Bargaining team as well as other internal and external teams and stakeholders to ensure the efficient operation and highest standard of service.

### **Responsibilities:**

Duties include but are not limited to:

- Support the Director of Collective Bargaining, People & Operations in implementing collective bargaining and research initiatives.
- Act as first point of contact for the team for inquiries for ACTRA collective agreements
- Handle highly sensitive and confidential matters relating to the daily activity of the department.
- Responsible for file management including organizing documents, record management (electronic and hard copy), and document database management.
- Assist with preparation of weekly/monthly reports, committee reports, agendas, minute taking and action items from bargaining, grievances, etc.
- Assist in the compilation of industry-relevant statistical research data to support collective bargaining proposals, negotiations, and strategy.
- Source information and relevant content for ACTRA websites and social media including sourcing all ACTRA agreements and forms and updating/uploading to ACTRA's relevant sites.
- Responsible for performing administrative tasks, implementing applicable work processes, tracking deadlines in regards to processing of collective bargaining and agreements.
- Develop a file tracking system in coordination with the team to monitor the progress of bargaining and related initiatives.
- Calendar management for the team including scheduling, organization, and administration of meetings (virtual and in-person), managing the ACTRA National bargaining email inbox, booking prep meetings and bargaining dates.
- Preparation and printing and/or digitally sending materials on behalf of the team.
- Understanding of the ACTRA Constitution and By-Laws as related to the job responsibilities.
- Support branches with requests pertaining to Collective Bargaining initiatives and in the grievance procedure.

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- Develop relationships and deal regularly with internal and external stakeholders including branches, members, legal counsel, producers, engagers, and their assistants.
- Transcribe documents including letters, memos, and correspondence and proofread materials.
- Support with updating and reviewing of agreements, forms and documents related to Collective Bargaining including photocopying and scanning documents and correspondence.
- Participate in the continued development and improvement of ACTRA systems.
- Knowledge of ACTRA related Collective Agreements.
- Distribute policies, procedures and memorandums to the appropriate individuals, branches, or departments across the organization.
- Other related duties and projects assigned generally considered to be within the scope of the position.

## Qualifications:

- Post-secondary certificate and/or degree in Business Administration, Labour Relations, or a related field.
- Three (3) to five (5) years of relevant experience as administrative assistant
- File and records management experience.
- Advanced knowledge of Microsoft Office (including Word, Excel, and PowerPoint) and Adobe Acrobat.
- Self-motivated, self-starter, and independent thinker.
- Detail oriented and organized with a high level of accuracy.
- Dedicated work ethic and demonstrated team player who can work effectively as part of a team.
- Excellent interpersonal, verbal, and written communication skills.
- The ability to multi-task, prioritize and manage multiple deadlines in a fast-paced environment.
- The ability to work professionally with people both outside the organization and within various levels of the organization.
- Experience in negotiation and interpretation of collective agreements, drafting of agreements and contract language.
- Skills/experience in information management, gathering, storing, and classifying digital records.
- Knowledge of the film and television industry an asset.
- Computer literacy on an advanced level.
- Ability to multi-task, prioritize and meet deadlines.
- Fluency in both official languages (English and French) is preferred.

## Application Process:

Interested applicants are invited to submit a resume and cover letter to [humanresources@actra.ca](mailto:humanresources@actra.ca) **quoting '2022-03 'Administrative Assistant - Collective Bargaining' 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*

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*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.