

Job Profile

Manager

ACTRA – Alliance of
Canadian Cinema, Television
and Radio Artists

Robert Racine

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The Organization

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union for over 27,000 professional artists working in English-language recorded media in Canada, including television, film, radio and digital media. ACTRA represents actors, performers, comedians, announcers, stunt performers, dancers, narrators, voice actors, animators, choreographers, models, singers, puppeteers and more.

ACTRA's primary role is to negotiate, administer and enforce collective agreements to provide performers with fair compensation and safe and reasonable working conditions. The organization is proud to be a leading voice for Canadian culture and the development of the Canadian audiovisual industries. It lobbies for regulations and government policies that protect culture and encourage audiovisual production in all genres, thereby expanding work opportunities for Canadian artists.

To better represent the interests of its members, ACTRA Montreal is seeking an individual to fill the role of

Manager - Montreal Office

Responsibilities

The incumbent will report directly to the Regional Director and work closely with the Montreal Council to promote, strengthen and advance the interests of ACTRA Montreal members at the local, national and international levels. The Assistant Director will implement a strategic plan and operating budget for ACTRA Montreal as developed by the Montreal Council, consistent with national policies and initiatives.

The Manager oversees all branch operations, procedures, financial, legal and compliance matters on behalf of the Council and the membership. Through accuracy and attention to detail, while being results oriented he/she possesses the ability to independently analyze operational issues, create, and deliver work plan. He/she is responsible for managing, supervising, mentoring and directing staff in the Montreal office with respect to the assignment of responsibilities, tasks and projects. In addition, the Manager will act as a positive leader by encouraging, guiding and coaching employees in the achievement of ACTRA's values, goals and performance expectations.

The incumbent will negotiate, administer and ensure the proper application of all ACTRA collective agreements within the jurisdiction. The incumbent will also ensure the continuation of initiatives, objectives and monitoring for compliance and adherence to the National Constitution, ACTRA National Bylaws and ACTRA Montreal Bylaws. It will ensure presence and participation in various events, meetings, councils, negotiations, lobbying initiatives, committees and workshops at the regional, national and international levels.

Challenges

The incumbent will be expected to maximize his/her negotiating skills for ACTRA collective agreements in the jurisdiction to ensure a peaceful process and to meet the best interests of the organization in a diplomatic manner. In addition, he/she will promote strategic thinking and assist in the ongoing development of the Branch's strategic plan while supporting the Montreal Council. As part of his/her responsibilities in the area of human resources management, the Manager will improve and maintain a coherent system of mentoring, leadership, coaching, support and training for staff.

Ideal profile

- University degree in industrial relations or business administration.
- Minimum of five (5) years of experience in a management position.
- At least two (2) years of related experience required.
- Good knowledge of industrial relations, labor laws and collective bargaining while knowing how to work with elected union officials and a board.
- Knowledge of the film and television industry preferred.
- Relationship management and critical thinking skills.
- Provide excellent customer service to producers and stakeholders.
- Advanced analytical skills and excellent organizational and time management skills.
- Advanced persuasive writing and communication skills in French are required.
- Ability to articulate a position clearly and succinctly and to think critically.
- Good knowledge of the English language, both spoken and written, is required.
- Maintains a constructive working relationship with internal staff, external contacts, ACTRA members, Councils in all regions, the National Council and the National Executive Board.
- Sensitive to a culturally diverse environment and ensures that differences are respected.

To Apply

If you have any questions regarding the selection process or if you believe, you are a good fit, please feel free to send your resume in confidence to **Robert Racine** or **Amin Noorani** at hrcccanada.gbs.quebec@ajg.com. You can be assured that every application received will be carefully reviewed.

An approach based on inclusion and diversity

Gallagher ensures that inclusion and diversity efforts are an integral part of the recruitment process. We do this by finding executives with diverse backgrounds who will fit into an organization's culture and goals. We are committed to helping our client organizations attract and engage diverse leaders at the highest levels.