

# ACTRA

**ACTRA (Alliance of Canadian Cinema, Television and Radio Artists)** is the national union of over 28,000 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: Business Representative**

### **Responsibilities:**

Duties include but are not limited to:

- Ensuring compliance by members and engagers to ACTRA Collective Agreements whether through education or enforcement, including:
  - on set stewarding
  - ensuring compliance with bond requirements the value of which is determined by the Assistant Branch Representative or chief officer of the branch
  - initiating and pursuing inquiries regarding payments
  - resolving disputes at the local level, arising from local production, prior to the grievance stage without authorizing any waiver to the terms of the agreements
  - commencement of grievance procedures and, on occasion arguing local grievances before Joint Standing Committee
  - commencement of discipline proceedings, where required under the ACTRA Constitution and By-laws, but not including interpretations and rulings thereof.
- Providing information and assistance to members, non-members, engagers, agents, bargaining committees and other staff members, but not acting as a spokesperson for ACTRA in the region or initiating any Branch Council activities
- Maintenance of accurate and complete productions files
- Other related duties and projects generally considered to be within the job category.

### **Qualifications:**

- College or university degree is preferred, or an acceptable combination of education and relevant experience.
- At least 2 years of direct work experience preferred.
- Strong knowledge of the English language is required.
- Ability to speak and write in French is required.
- Demonstrated experience in the:
  - interpretation of agreement and contract language.
  - preparation of grievances.
- Excellent written, oral, and telephone communication skills.
- Exceptional multi-tasking abilities and prioritization skills.
- Strong customer service mindset.
- Strong team player and able to work under pressure.
- Ability to work independently.

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- Attention to detail in all areas of work.
- Strong problem identification and problem resolution skills.
- Advanced capabilities in Microsoft office software.
- Ability to converse comfortably in the French language is required for the position of Montreal Business Representative.

**NOTE: This position is located in Montreal and is an in-office based role.**

## **Application Process:**

Interested applicants are invited to submit a resume and cover letter to **humanresources@actra.ca** quoting '2023-03 'Business Representative' 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, please notify Human Resources.*

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