

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: Associate Business Representative

Responsibilities:

Assisting in the administration of the ACTRA Collective Agreements, but limited to:

- Providing engagers support in the completion of the required ACTRA forms.
- Processing and checking of remittances, session and residual payments, invoices, late payment penalties and contract service fees, initiating and pursuing inquiries regarding said payments.
- Assist Business Representatives in addressing inquiries regarding interpretation of various agreements from production departments and payroll services, regarding performer fees and rates.
- Organizes productions files and compiling all production information, contracts and remittance statements for each production updating information of same.
- Verification of information provided on cast lists and contracts.
- Distribution of call sheets and coordination of OSLO's when requested by the Business Representatives.
- Conduct on-set stewarding as needed.
- Providing information and assistance to members, non-members, engagers, agents and bargaining committees and other staff members, but not acting as a spokesperson for ACTRA in the region or initiating Branch Council activities.

Administration of membership, relevant to the Branch, including:

- Processing of full and apprentice members and non-members.
- Dues invoices.
- Maintenance and updating membership records.

Performing general office functions, relevant to the Branch/Department, which may include:

- Account Receivables and Payables.
- Organizing staff training courses.
- Acting as contact for on-going computerization.
- Support for local Branch initiated projects.
- Other related duties and projects generally considered to be within the job category.

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Qualifications:

- Post Secondary education in office administration or labour relations.
- Minimum of two (2) years relevant experience required.
- Strong administrative and organizational skills.
- Advanced computer literacy in the Microsoft group of programs and complimentary programs (MS Word, Excel, Access, PowerPoint, Outlook Calendar, Zoom, Microsoft Teams and Doodle).
- Strong interpersonal skills.
- Ability to converse comfortably in the French language is required.
- Be customer service focused.
- Detail oriented, timeline driven and able to work under pressure.
- Experience inspiring and working with cross-functional teams, and ability to handle multiple products with the flexibility to change with shifting priorities.
- Ability to work as part of a team and also work independently.
- Must be able to maintain positive and constructive working relationships with staff and ACTRA members.
- Must be able to manage multiple issues/projects at the same time.
- Strong written and oral communication skills to effectively liaise with internal and external stakeholders.
- Analytical and problem-solving skills.
- Attention to detail in all areas of work.
- Excellent written, oral, and telephone communication skills.
- Overall willingness to help.

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 '2023-07 'Associate Business Representative-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, please notify Human Resources.

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