



ACTRA is a national organization representing over 28,000 professional performers working in film, television, radio, video, music and digital media. ACTRA's principal role is to negotiate, enforce and administer collective agreements that guarantee performers fair compensation and equitable working conditions.

SENIOR LEGAL COUNSEL

The General Legal Counsel works under the direction of the Director, Collective Bargaining, People & Legal Services. The successful candidate for this role will be an experienced and strategic legal advisor with expertise in the field of labour relations and/or entertainment law with experience in providing advice to unions, studios, creators, distributors, live action and animated content producers, artists. As a key resource for all strategic legal matters pertaining to ACTRA, the General Legal Counsel will identify strategies, opportunities and risks in complex legal relationships and business models.

POSITION RESPONSIBILITIES

- Supports the National Executive Director and Director, Collective Bargaining, People & Legal Services as a key resource for legal matters pertaining to ACTRA.
- Acts as a key resource on all labour relations and entertainment law issues.
- Assists in drafting collective agreement language designed to protect performers in their unique labour relations circumstances.
- Provides advice on complicated grievances and legal strategies to advance the rights of ACTRA members.
- Acts as a resource in negotiations and provides advice on bargaining approaches that are adapted to the realities of the business of our members.
- Be a key resource on all legal changes and provide advice on legal reform.
- Provide input and recommend strategies on the implementation of new initiatives to improve all aspects of the legal and strategic framework within which our union and members operate.

As directed by the Director, Collective Bargaining, People and Legal Services:

- Routinely research new and upcoming laws, analyzing its effects on ACTRA, drafting, and recommending plans to comply with such laws.
- Provide legal advice and support to management staff, including interpretation of contracts and implementation of amendments.
- Provides counsel to the Senior Management team and other members of ACTRA's executive team on all legal issues when required.
- Provides advice on key legal cases chosen strategically to move the unions agenda forward and reducing the need to rely on outside counsel.

Film, Television and Digital Media

- Provide advice regarding international treaty co-productions, inter-provincial co-productions, CRTC co-ventures, Canadian Content, and production services arrangements.
- Knowledge about the changing regulatory world as it relates to the changing digital platform for the work of ACTRA members.
- Have an understanding of production and licensing documentation, including distribution, broadcaster and sales agent contracts, public funding arrangements, talent, key creative and representation agreements, and numerous other production agreements and how they all impact ACTRA members.
- Provide advice regarding Canadian and US labor unions who operate within our industry (writer, director, performer, and music).
- Provide advice on regulatory and administrative matters involving Canada Media Fund, CAVCO, CRTC and Telefilm Canada.
- Influence and motivate others to maximize their job performance.
- Will demonstrate a commitment to both the professional and personal growth of the ACTRA team.
- Identifies organizational risk weaknesses and develops initiatives to address those weaknesses and provides advice to the Director, Collective Bargaining, People and Legal Services.
- Proactively drives optimal resolution of litigation in conjunction with the National Executive Director through active strategy formation, monitoring, and reporting.
- Identify, monitor, and provide updates on case law, legislative developments, and employment law and entertainment law legal trends as it pertains to our industry.
- Understands and appreciates different and opposing perspectives on various complex legal issues.
- Research legal issues and draft opinion letters, briefs, and correspondence.
- Review agreements and related documents, disputes, employment matters and legal contracts between ACTRA and external parties.
- Involvement in developing regulatory and internal policies, advising on all legal matters and the impact of legislative and regulatory changes.
- Provides strategic advice on day-to-day operations as well as forward looking and preparing the organization to address changes in the environment (legislative, regulatory, common law, best practices etc.).

EDUCATION

- LL.B/J.D.
- Called to the Bar of Ontario.
- Member in good standing with the Law Society of Upper Canada.
- Active license to practice law in Ontario.

EXPERIENCE

- 3 + years or equivalent legal experience practicing in employment/labour law and/or entertainment law acting as general legal counsel.
- Articulate presentation skills using technology.
- Experience in coaching and mentoring as a subject matter expert.

ABILITIES

- In-depth knowledge of: legal principles, assessment and analysis of organizational impacts.
- Results orientated, knows how to get the job done regardless of circumstances.
- Demonstrated ability to connect with an inter-disciplinary team.
- Relationship management, facilitation, and critical thinking skills.
- Ability to independently analyze legal issues with minimal supervision.
- Appreciation for and commitment to delivery of high-quality legal work.
- Knowledgeable on how to work with elected union leadership and a Council.

SKILLS

- Proficiency in using Microsoft Office software applications.
- Strong and persuasive legal writing skills and oral advocacy skills.
- Ability to articulate a position clearly and succinctly.
- Strong research skills.
- Exceptional communication skills.
- Negotiation and drafting skills.
- Fluency in both official languages an asset.

RELATIONSHIPS

- Maintains a constructive working relationship with internal staff, external contacts, ACTRA members and the National Executive Council.
- Motivates, guides and coaches, employees to the realization of ACTRA's values, objectives and performance expectations; maintains a work environment that promotes participation, teamwork and positive employee relations.
- Takes all reasonable precautions for the protection of workers and abides by all other supervisory level duties in accordance with the Occupational Health & Safety Act.
- Sensitive to working in a culturally diverse environment; ensures differences are respected.

APPLICATION PROCESS:

Interested applicants are invited to submit a resume and cover letter to humanresources@actra.ca quoting 'Senior Legal Counsel' 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 2SLGBTQIA+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability 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.