

ARBITRATION ADMINISTRATOR
CREDITS DEPARTMENT
November 18, 2024

The Writers Guild of America West seeks qualified candidates for the position of **Arbitration Administrator (Administrator III)**. This is a full time, exempt (salaried) position with full benefits. This position follows a **hybrid** work schedule with 3 in office days and 2 remote days.

Under the general supervision of the Senior Director of Credits and the Senior Credits Administrator, the Arbitration Administrator provides professional support to the Credits Department. The Credits Department is responsible for determining writing credits in accordance with the MBA, maintaining accurate records of such credits and enforcing the credits provisions of the MBA to ensure that credits are displayed accurately in all media.

ESSENTIAL FUNCTIONS

- 1) Administers a heavy volume of credit arbitrations as assigned by the Senior Director of Credits and the Senior Credits Administrator.
- 2) Reviews NTWCs for compliance.
- 3) Administers and enforces credits procedures and provisions.
- 4) Participates in and arranges for Pre-Arbitration Hearings and Policy Review Boards, including drafting of decision letters.
- 5) Recruits arbiters and consultants for arbitrations on an as-needed basis.
- 6) Handles heavy telephone volume as well as sensitive and confidential matters.
- 7) Responds to phone inquiries concerning procedural issues regarding credit requirements and credit determinations.
- 8) Confers with other staff to respond to inquiries and resolve disputes.
- 9) Prepares drafts of routine correspondence and requests for information.
- 10) Conducts credits investigations as necessary including, but not limited to participating writer investigations, remake investigations, and sequel investigations.
- 11) Identifies and pursues claims for violations of the credits provisions of the MBA; drafts case referrals to the Legal Department when unable to resolve claims.
- 12) Performs other duties as required.

OCCUPATIONAL QUALIFICATIONS

Must be able to read, comprehend, and interpret writers' contracts, relevant provisions of WGA collective bargaining agreements and credits manuals, relevant internal policy memos, and legal arbitration decisions. Must have superior analytical and critical thinking skills. Must be exceptionally detail oriented and have proven ability to complete tasks under tight deadlines. Must be able to work well with others in a fast-paced, multi-faceted work environment and have superior organizational skills. Must have excellent written and oral communication and presentation skills. Must have the ability to maintain a neutral position while working with writers, agents, attorneys, and company representatives in potentially adversarial situations. Must be computer literate in MS Word and Excel.

The ability to remain calm and focused under pressure is essential. Important to understand and support the Guild's mission to enhance and protect writers' financial and creative well-being and collective bargaining generally. A college degree or equivalent experience required; law degree not required but can be helpful depending on experience.

PHYSICAL REQUIREMENTS

This person should be able to occasionally lift and carry 10-20 pound boxes, bend, stoop, reach, sit, twist, move arms, wrists, and fingers.

MENTAL REQUIREMENTS

Must have the ability to: comprehend and interpret contract provisions; perform activities on schedule, maintain regular attendance and punctuality and interact with others professionally and with discretion. Must have the ability to multi-task and remain calm and focused under pressure.

ENVIRONMENTAL CONDITIONS

Requires no work near hazardous equipment or machines. Minimal or no exposure to noise, dust, gas, odors, fumes.

The salary range for this position is \$81,000 - \$104,000.

In addition to applying on LinkedIn, applicants should email **Resume & Writing Sample** in to the Human Resources Department of the Writers Guild at [Recruitment](#).

For more information on the WGAW, please visit: www.wga.org

WGAW is an equal opportunity employer. We strongly encourage qualified people with diverse backgrounds to apply.