

**COORDINATOR III**  
Contracts Department  
March 3, 2025

The Writers Guild of America West seeks qualified candidates for the **Contracts Coordinator III** position. This is a full-time, non-exempt (hourly) position with excellent comprehensive benefits package. This position follows a **hybrid** work schedule with 3 in office days and 2 remote days.

The Contracts Department is a key enforcement department at the Guild which operates as a first line of defense for writers facing rights violations. The Contracts Department also shares responsibility for enforcing the gains writers won during their historic 2023 strike and monitoring compliance with collective bargaining agreements.

**ESSENTIAL FUNCTIONS**

- 1) Disseminate information by telephone, email, and in person regarding the Guild's various collective bargaining agreements, including compensation minimums and other provisions, to writers, agents, producers, attorneys, and Guild staff.
- 2) Administer and enforce the provisions of the WGA Theatrical and Television Basic Agreement ("MBA"), including (but not limited to) the character payment provisions in Article 15.B.14.
- 3) Calculate remedies owed to writers;
- 4) Investigate reported issues of non-compliance and communicate with writers, representatives and Companies.
- 5) Obtain and analyze documents and other evidence from writers, representatives, companies, and/or other departments in the Guild in support of the investigation.
- 6) In case of violations, make demands on Companies. Keep writer(s) apprised of progress. Negotiate and resolve conflicts, if possible.
- 7) Write memoranda summarizing and analyzing facts and issues in preparation for forwarding potential claims and grievances to attorneys within the Contracts Department, as well as the Guild's Legal Services Department.
- 8) Prepare reports regarding trends and compliance as requested, and update material related to member outreach and WGA website as needed.
- 9) Other duties as required.

**OCCUPATIONAL REQUIREMENTS**

- Must be able to read, comprehend and interpret the MBA, individual writers' contracts and related documents, and have superior analytical and organizational skills.
- Must be able to effectively communicate verbally and in writing.

- Must be able to work well with others.
- The successful applicant must have the ability to handle complex contractual matters.
- College degree and entertainment industry and/or legal experience strongly preferred.
- Must be computer literate (MS Word, Excel). Familiarity with Excel strongly preferred.

### **PHYSICAL REQUIREMENTS**

Sedentary work, occasional light lifting from floor level to overhead levels, carrying, reaching, bending.

### **MENTAL REQUIREMENTS**

Must have the ability to comprehend and interpret complex bargaining agreements; perform activities on schedule, maintain regular attendance and punctuality, and interact with others professionally and with discretion. Must have the ability to remain calm and focused under pressure.

### **ENVIRONMENTAL CONDITIONS**

Does not require working near hazardous equipment or machines. No or very low exposure to noise, dust, gas, odors, fumes.

### **APPLICATION DETAILS**

The salary range for this position is **\$60,800 to \$74,000 annually**.

Interested applicants should forward a **resume and cover letter** to the Human Resources Department of the Writers Guild at [Recruitment](#).

For more information on the WGAW, please visit: [www.wga.org](http://www.wga.org)

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