

Assistant Business Agent

Application for The Position of Assistant Business Agent

IATSE Local 728 Assistant Business Agent Job Description:

- This is to be a full-time position at the offices of IATSE Local 728 in Burbank, CA to provide administrative assistance to the Business Representative, Call Steward and President of the Local.
- The position shall be titled Assistant Business Agent and shall be identified as such on business cards.
- The position shall be staffed by a Local 728 member who is in good standing.
- The applicant for Assistant Business Agent must be capable of taking part in Labor actions, attend meetings of Local 728, be effective in dispute resolution, perform set visits, have strong written skills for official communications and understand our various contracts and agreements between the IATSE and our employers.
- The elected officer's assistant shall be considered the primary "sit-in" for the Business Representative and Call Steward, such as may be necessitated when one of those officers is unavailable or unable to perform their duties, examples of which may include vacation time, illness or personal time, jury service, extended meetings, seminars, training or instructional sessions, or conferences.
- The Business Representative, Call Steward and President shall meet regularly to determine their most pressing business needs and allocate work overages to the elected officer's assistant in a coordinated manner.
- The elected officer's assistant shall receive training instruction from the Business Representative, Call Steward, and President pertaining to performing the basic responsibilities of each of those offices.
- The new Assistant Business Agent shall be employed on a trial basis for 90 days. At the conclusion of that 90 day period, the assistant will be reviewed/evaluated by the Business Representative, Call Steward, President and a majority of the Executive Board and a recommendation to retain or replace shall be presented by the Business Representative, Call Steward and President.

Compensation and Benefits:

- The elected officer's assistant shall be compensated as a non-affiliated employee, 54 hours weekly at the current ACLT rate per Hollywood Basic Agreement.

- The Assistant Business Agent shall be accorded fifteen (15) days paid vacation and ten (10) paid personal days per year. Unused vacation and/or personal days shall not be cumulative from one calendar year to another.
- Current IRS mileage rates shall be paid for assigned business activities.
- The elected officer's assistant shall not be a signatory on any financial accounts.
- The elected officer's assistant shall have 24/7 access to the Local's business offices and be provided with a suitable office space of their own.

Required Skills & Capabilities

Call Steward

- Good communication skills.
- Achieve a level of competence with all record keeping and computer data procedures.
- Fill work calls.
- Maintain the out of work list.
- Understand permitted hire procedures.
- Process payroll reports.
- Reconcile daily studio call board sheets.
- Assist members who have emergency replacement needs outside of normal business hours.
- Have an understanding and knowledge of a member's needs.
- Follow the guidelines of the elected Call Steward when aiding Local 728 members.

Business Representative

- Respond to general concerns with Set Visits when such visits are not possible by the Business Representative.
- Participate in Labor actions when participation by the Business Representative is not possible.
- Handle general calls to the Business Rep's Office.
- Correspond with Labor Relations on routine issues under the supervision of the Business Representative
- Attend and advise on Member calls with Employee Relations and/or Labor Relations if the Business Rep is unable to attend
- Have a better than average understanding of the Agreements L728 members work under.

President

- Oversee and help coordinate the Bulletin.
 - Oversee and help coordinate postings on the Local website.
 - Assist members with benefits afforded to them through, MPI, Behind-the-Scenes, etc.
 - Respond to general concerns with Set Visits when not possible by the President.
 - Participate in vendor events when participation by the President is not possible.
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IATSE Local 728 Application For Assistant Business Agent

Application due by Saturday, October 31, 2023 11:59 P.M.

Name:

Date:

Date of Initiation in the Local:

Contact Phone:

Email:

The application process consists of this application sheet, which you may directly write on, or print-out separately and include attachments for additional pages.

1. Please list your Industry experience in relation to Local 728 Set Lighting work along with any other labor union related experience you feel is relevant. - you may attach a copy of your resume or a printout of your IMDb pages.

2. Please list any software programs or computer applications you use that may be helpful in the role such as Excel, Word, Powerpoint, Filemaker, Adobe etc.

3. Please list any Certifications you may have - i.e., ETCP or other professional certifications.

4. Please list your Education references.

5. Please explain briefly why you should be considered for this position.

Upon completion of this application (**due by October 31, 2023 11:59pm**) please email to Sean Harkess at

IATSE Local 728 (sharkess@iatse728.org) or mail to:

IATSE Local 728

Studio Electrical Lighting Technicians

1001 W. Magnolia Blvd.

Burbank, CA 91506

Procedural Items / Internal Process

- The Business Representative, Call Steward and President are charged with determining who is best suited to assist them in fulfilling their duties to the membership by going through an annual application process for the appointment of Assistant Business Agent.
- The Executive Board will be charged with concurrence or rejection of that choice.
- A review/evaluation will also take place in October of first year of employment and upon completion of the second evaluation recommendation to retain for a one year, or two year term will be presented to the board.
- The Business Representative and Call Steward shall whenever possible avoid taking overlapping time off from their responsibilities to reduce the necessity of having to employ two or more sit-in assistants simultaneously, unless such an

occurrence is unavoidable or of benefit to the membership and approved by executive action of the Executive Board.

- Any unresolvable conflicts that may arise over the assignment of tasks that arise between the Business Representative, Call Steward, and President, shall be resolved at an Executive Board meeting, with that body deciding on an equitable resolution through Executive Action.
- Neither the Business Representative, Call Steward, nor President shall have exclusive or near exclusive task assignment of the elected officer's assistant without mutual consent of the other two officers.
- Annually, prior to the November Executive Board meeting, the Business Representative, Call Steward, and President shall meet and prepare a recommendation to present to the Executive Board, as to the retention of the elected officer assistant's position for the next fiscal year, and as to the retention, dismissal and/or replacement of the current holder of that position.
- Should a replacement be necessary, the Board shall vote on the recommendation at the November Executive Board meeting.
- When the Assistant position is vacant or to be vacated (i.e quits, illness, can no longer perform duties, etc.), the membership shall be notified and applications from the membership shall be accepted during the month of October. A review and selection process will take place in November, with a selection made prior to December 31st.
- In the event of a rejection vote by the Executive Board at the November meeting, a final confirmation or rejection for appointment through executive action of the Executive Board shall take place at the December Executive Board meeting.

Need to determine dates:

Membership Notification of Application Process September

Date of open application timeframe September - October

Interview/review November