

# ACTRA

**ACTRA (Alliance of Canadian Cinema, Television and Radio Artists)** is the national union of over 30,000 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.

*Are you meticulous at keeping the flow of work organized and when things don't go as planned you pivot to get the job done?*

*Do you want to work with a dedicated team of professionals? If so, come join the movement - you'll be in good company.*

**ACTRA Performers' Rights Society ('ACTRA PRS - Claims')** is seeking a full-time:

## **Claims Officer**

### **Position Scope:**

Under the direction of the Associate Director, ACTRA Performers' Rights Society - Claims, the Claims Officer will work in collaboration with internal and external teams and stakeholders across the organization to ensure the efficient operation and highest standard of service.

### **Responsibilities:**

- Initiate and/or assist in making claims to producers and/or distributors under the collective agreements.
- Liaise with producers, distributors, and studios to collect fees due to ACTRA Performers' Rights Society ("ACTRA PRS"), and ACTRA Fraternal Benefit Society ("AFBS"). Included in these fees would be unpaid royalties/residual fees, administration fees, insurance and retirement contributions and Use Fees in accordance with various ACTRA agreements.
- Liaise with ACTRA branch offices and sister unions domestically and internationally to collaborate to advance the collection of claims including but not limited to the division of Distributors Gross Receipts ("DGR") with sister unions, and transfer of Pension & Health contributions.
- Timely and accurate review/approval of claims for processing and disbursement by the Claims Administrator – including sales share.

# ACTRA

- Interdepartmental collaboration with ACTRA teams (National and Branch for coordination of payments coming into ACTRA PRS).
- Fielding inquiries from Members / non-Members, Producers and Distributors relevant to the collection of fees.
- Preparing business cases to be presented to the Senior Advisor, Films and TV Rights and the ACTRA PRS management for recommendation of grievances, arbitrations, or audits.
- Assist the Senior Advisor, Films and TV Rights and ACTRA PRS management in preparing grievances, arbitrations, audits, and IPA negotiations as the need arises.
- Assist and support any team-related risk management and systems/process improvement research and projects as required.
- Update and assist in maintaining the ACTRA PRS report tracking log – systems/applications to be determined.
- Performing general office duties as required, including but not limited to organizational support, data maintenance, or supporting projects under the supervision of the Manager, ACTRA Performers' Rights Society.
- Other related duties and ad-hoc projects generally considered to be within the scope of this position and the operational needs of the team.

## **Qualifications:**

- Post secondary education required. A University degree or College diploma in the entertainment industry, business management or related field preferred.
- Minimum two (2) years industry experience preferably in Films & TV Production and/or Distribution environment with exposure to the end-to-end process.
- Fundamental knowledge of the Entertainment Industry and ACTRA PRS' core agreements is an asset.
- Exceptional interpersonal, organizational, analytical, communication (verbal and written), and presentation skills with the ability to work effectively as part of a team and independently; and the ability to collaborate with colleagues across departments and functional teams.
- Strong Time Management skills, and the ability to work in fast paced environment under pressure.
- Demonstrated strong applied knowledge of the Microsoft group of programs (MS Word, Excel, PowerPoint, Outlook, Teams, and Access).
- Possessing the technical proficiency to learn and apply new applications.
- Strong attention to detail.
- Customer service oriented.

# ACTRA

## **Application Process:**

Interested applicants are invited to submit a resume and cover letter to [humanresources@actra.ca](mailto:humanresources@actra.ca) **quoting 2024-22 'Claims Officer' in the email subject line.**

**NOTE: This is an in-office based position.**

*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.