



Member Earnings Manager

The International Cinematographers Guild, Local 600 IATSE is the largest camera and publicist union in the world with over 9,000 members in all 50 states and Puerto Rico. We are a National Local of the International Alliance of Theatrical and Stage Employees (IATSE). Applications are now being accepted for the exempt, confidential position of Member Earnings Manager. This position will be based out of our National Office, located in Los Angeles, California.

SALARY: FLSA Exempt, commensurate with experience

POSITION SUMMARY:

Oversee processing of member assessments and work history. Collaborate with other departments to identify and implement processes and procedural improvements related to member earnings processing and reporting. Oversee and maintain production and company data refinement processes. Supervise and train departmental staff. Monitor and resolve issues in Emembership. Manage Annual Membership Card Project. Manage the rotation schedule for the front desk coverage team during lunch and break periods.

LICENSE AND PHYSICAL CLASS:

A valid Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. Ability to lift up to 20 lbs.

This position is classified as exempt, confidential / non-affiliated, and not subject to the terms and conditions of a collective bargaining agreement. Employment is at-will. Excellent starting salary, commensurate with experience, and an excellent benefits package. Please mail or email your resume and a cover letter detailing relevant skills and experience. Include three (3) work references with contact phone information to:

careers@icg600.com,

Subject Line: "Member Earnings Manager"

International Cinematographers Guild, Local 600 IATSE
ATTN: Human Resources
7755 Sunset Blvd.
Los Angeles, CA 90046