



Eastern Region Administrative 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 position of Eastern Region Administrative Manager. This is an in-person position based in our Eastern Region Office in New York City.

SALARY:

Pay range is \$90,000 to \$95,000 per year.

POSITION SUMMARY:

The Administrative Manager is responsible for overseeing the Local 600 New York office staff and operations. The Manager will have the authority to hire, supervise, evaluate, and discipline administrative staff. In addition, the Administrative Manager will supervise the planning and hosting of member meetings, trainings, and other member-focused events. The Manager will also collaborate with the National Office to manage Eastern Region member services and accounting functions. This position will report directly to the Eastern Region Director.

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.

CLASSIFICATION:

This is a non-affiliated, FLSA exempt position not subject to a collective bargaining agreement. Employment is at-will.

The position offers a competitive salary commensurate with experience and a comprehensive benefits package. Please submit your resume and a cover letter detailing relevant skills and experience. Include three (3) professional references with contact phone numbers to:

careers@icg600.com,

Subject Line: "ER Administrative Manager"

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