

SEARCHLIGHT PARTNERS

ACTRA

ROLE	Director, ACTRA Performers' Rights Society
LOCATION	Toronto (National Office)
COMPANY WEBSITE	https://www.actra.ca/ / https://www.actra.ca/prs/
TYPE	Permanent, Full Time
REPORTS TO	National Executive Director
# DIRECT REPORTS	Ten

THE ORGANIZATION

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of over 28,000 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.

Established in 1984, ACTRA Performers' Rights Society (ACTRA PRS) is a not-for-profit corporation governed by ACTRA and responsible for the collection and distribution of use fees, royalties, residual fees and all other forms of compensation for use of product for which ACTRA members and others may be entitled by reason of their work in the entertainment and related industries.

Alongside the ACTRA National office, ACTRA PRS enforces the residual provisions of ACTRA Collective Agreements with signatory Film, Television and Digital Media producers and distributors, collects the Use Fees owing and distributes to performers in the sector. In the Sound Recording sector, ACTRA PRS receives copyright royalties from Re:Sound in Canada, of which it is a founding member, and from many societies around the world, and disburses remuneration from tariffs and levies for Neighbouring Rights and Private Copying operating as ACTRA Recording Artists Collection Society (ACTRA RACS).

THE POSITION

Under the direction of the National Executive Director, the Director, PRS (Director) will lead the development and implementation of continuous improvement strategies to promote the rights of ACTRA members and assignees and to maximize, obtain and distribute use fees/residuals and royalties on behalf of ACTRA members in a timely manner.

SEARCHLIGHT PARTNERS

This role partners with cross-functional leadership to improve and operationalize overall strategy and is responsible for taking action to support such strategy to guide ACTRA PRS towards continual improvement and ultimate success.

The Director will cultivate a harmonized, inclusive, and engaged team through the leadership, support, and promotion of a continuous improvement culture. The director will actively promote ACTRA as an industry leader by being visible, participative, and collaborative with industry partners and stakeholders.

RESPONSIBILITIES

- Successfully implement strategic plans as determined by the National Executive Director.
- Take an active role on ACTRA's Senior Management team and oversee all aspects of ACTRA PRS's operations.
- Direct supervision of ACTRA PRS Film & Television staff, and indirect supervision of the ACTRA RACS sound recording staff, fostering a collaborative and positive work culture which includes ensuring adherence to ACTRA National's collective agreements and staff policies.
- Work collaboratively with our HR team. Lead by example, assessing mentoring, and training needs and conducting performance evaluations with a focus on performance enhancement.
- Oversee the development and improvement of internal systems, processes, and policies.
- Prepare budgets, review monthly financial statements, and implement strategies to maximize revenue and reduce expenses.
- Provide the National Executive Director and ACTRA PRS Board of Directors with accurate regular metrics on royalty disbursements and residual payments and reports on enforcement and initiatives
- Administer and enforce collective agreements that call upon ACTRA PRS to have responsibility over Use fees, Royalties and Residual fees and management of disputes or actions related to the Administration or enforcement of these fees.
- Actively participate in arbitrations, mediations, grievances, or any action required to satisfactorily settle outstanding claims including any legal action required.
- Prepare legal documents and correspondence, file and pursuing claims to a successful conclusion.
- Act as liaison between the ACTRA Branches, Canadian, U.S. and International Producers, Distributors and Broadcasters, their affiliated organizations, rights holders, Unions and Guilds.
- Liaise with performers, agents, lawyers, managers, executives, international societies, government agencies and others within the industry fostering collaborative and positive alliances for the benefit of members/assignees.
- Manage and maximize royalty collection and distribution for RACS Assignors and streamlining and implementing solutions to maximize efficiencies with the collection and distribution processes.

SEARCHLIGHT PARTNERS

- Identify opportunities in new territories, negotiating, and implementing new international agreements.
- Develop and implement a communications strategy to provide ACTRA members with a better understanding of the Use Fee and Residual payments under ACTRA Collective Agreements and to enhance the public profile of ACTRA PRS and ACTRA RACS as a leader in the collection and distribution of Use Fees and copyright royalties.
- Representing ACTRA by attending and participating in industry related board meetings as determined by the National Executive Director. Specifically, if appointed by ACTRA and ACTRA PRS, participate as a Board Director of Re:Sound, the sound recording licensing collective of which ACTRA PRS is a founding member while simultaneously managing ACTRA PRS's relationship with Re:Sound as a member organization.
- Manage important relationships with domestic and international Collective Management Organizations.
- Prepare and run regular PRS Board and committee meetings, ensuring appropriate Board support and training for good governance.
- Provide necessary reports and documents for ACTRA National and other ACTRA meetings.
- Represent ACTRA PRS on external committees and at industry events.
- Maintain knowledge of industry changes and submitting recommendations to ensure PRS remains current and competitive.
- Work in compliance with ACTRA policies and procedures.
- Adapt to duties as the business grows, technology and needs change.

CANDIDATE QUALIFICATIONS

- Minimum five to seven years of demonstrated senior management experience including direct staff supervision, mentoring, training, team building and performance tracking; preferably in a unionized environment.
- Demonstrated knowledge of the film and television and sound recording industries with specific experience in film and television distribution and music licensing.
- Brings existing relationships with key industry stakeholders and general knowledge of challenges facing the industry.
- Familiarity with collective agreements and the ability to interpret and draft contract language.
- Familiarity with Canadian and International Copyright law.
- Strong technical industry expertise including knowledge of neighbouring rights and music licensing.
- Experienced negotiator with an ability to work within a complex deal framework with stakeholders with diverging interests as well as the ability to prepare and execute grievance and arbitration matters.

SEARCHLIGHT PARTNERS

- Working knowledge of financial statements, budgets, and spreadsheet analysis.
- Successful track record with internal communications throughout all functions and ability to build excellent professional working relationships.
- Proven ability to build systems and operations-based strategies and communication flows that are efficient and drive success for the team.
- The ability to analyze and anticipate changes in the industry and prepare accordingly.
- University degree (Business or Law an asset).
- Willing to travel as needed.

CANDIDATE ATTRIBUTES

- A strategic, creative, and innovative thinker.
- Inclusive leader who encourages contributions from all levels of the organization.
- Articulate and skilled at effectively communicating information and ideas in written and verbal format to senior level contacts, board members, staff, and internal and external stakeholders.
- Ability to establish strong working relationships with staff members at various levels of the organization. Builds trust and engenders confidence internally and externally.
- Ability to work effectively in a team setting and to influence others.
- Self-starter, solutions oriented and the ability to drive results.
- Strong organizational management skills: detail-oriented, creative, and disciplined.
- Accountable with a strong sense of professionalism, ethics, and integrity.
- Works well independently and is self-regulating.
- Service oriented with the understanding of the needs of a membership.
- A practical and calm problem solver with the ability to react nimbly to the unexpected.
- An understanding of today's technology, digital and social media environment and its impact on members.

COMPENSATION

A competitive compensation package will be offered, complete with salary and benefits.

HOW TO APPLY

Please submit your application by emailing your cover letter and résumé no later than August 31, 2022, to: ACTRA@searchlightpartnersgroup.com

SEARCHLIGHT PARTNERS

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') we provide the accommodations necessary to ensure full participation in our recruitment processes.

Thank you for your interest in joining ACTRA. Only those selected for an interview will be contacted.