

## **DUTIES OF THE ASSISTANT TO THE BUSINESS REPRESENTATIVE THEATER, THEME PARK & NETWORK TV - 2018**

**Assists the Business Representative in all matters.** The Assistant to the Business Representatives (“Assistant”) reports directly to the Business Representative (“Business Rep”). If the Assistant needs additional assistance in other areas of our Union Offices, may request help through the Local 706 Office Manager.

**Keeps the Business Rep informed of all pertinent conversations...**

...with Members, work-related issues, injuries, disputes, etc. All info is confidential.

...with Management, Labor Relations, etc.

- Main Responsibilities are the **Theater, Regional Theater, Pink (Touring) Contract, Theme Park / Disneyland, and Network Television** contracts, answering questions from our Members, contract and wage inquiries, and Membership questions from non-members.

A working knowledge of all contracts is a must:

**Theater:**

LA Opera  
Center Theater Group  
LA Philharmonic  
Music Center  
Nokia Theater  
Pasadena Playhouse

**Disneyland Resort**

Orange County Regional venues:

Segerstrom Center for the Arts

San Diego Regional venues:

Broadway San Diego

San Diego Opera

La Jolla Playhouse

The Old Globe

**Pink (touring) Contracts**

**Regional Theater:**

San Jose Regional venues:

Opera San Jose

Broadway San Jose

San Francisco Regional venues:

San Francisco Opera

San Francisco Ballet

Opera Parallele

Curran Theater

SHN Theaters

**Network Television:**

NBC West LLC  
CBS Broadcasting Inc  
KTLA  
KTTV/KCOP  
FOX NE&O (FOX Sports)

The Assistant shall assist in the prep and negotiation of all these agreements.

- **Organizes new venues.** This involves activating the non-union employees, getting cards signed, being on site/at the table, and walking the picket line with our Members/future Members.
- **Checks payroll reports.** The Assistant works with venues to provide Membership information to all New Hires. Assists the Accounting Specialist with all non-Roster “Off-the-Job” letters.
- **Double-dipping Waivers.** Writes and files all requests for Double Dipping Waivers. Follows up on reports by the Office Staff of Members not reporting their work.
- **Responds to member inquiries.** Personal issues, complaints, reports by Members. Report all injuries / Disability to the Business Rep and the Office Staff.
- **Welcomes New Members.** Assists non-members with Membership / joining Local 706 in a timely manner; **initiate all new Theme Park, Theater, Regional Theater, Pink Contract and Network Television Members.**
- **Set visitation.** Visits sets and productions within Los Angeles County, and Regional Theater venues up and down California. Attends all Regional Membership Meetings.

## **A Representative is many things to our Membership...**

We represent our Members in all areas of the Entertainment Industry, and we answer our Members' questions pertaining to wage rates, contract provisions, becoming a Member, maintaining Union status, and Retiring / taking an Honorable Withdrawal. We deal directly with our Members, and the Assistant is a valuable link between the individual Member and the Business Rep.

We represent our Members with our Employers throughout the Entertainment Industry, and we answer questions pertaining to wage rates, contract provisions, and a myriad of issues that arise within the workplace. We deal directly with the Producers and Companies that employ our Members, and the Assistant becomes "the voice of the Business Rep" in all matters, a necessary link between these Producers / Productions and the Business Rep.

We represent our Members with the Labor Relations Departments throughout the Entertainment Industry; these are the Vice Presidents, lawyers and legal professionals that run and manage the venues, and we answer questions pertaining to contract provisions, and issues within the workplace that deal directly with the Collective Bargaining Agreements; our contracts are negotiated directly with these individuals. We are often called upon to represent our Members directly when they have been disciplined or terminated by the venues. The Assistant is an extension of the Business Rep, and may work directly with the Local's own legal counsel to resolve issues or protect our Members' rights within the workplace.

**A Representative is a type of 'member service'. Whether dealing with our own Members - or future Members, with individual production companies – or the legal entities that run these companies, we represent our Members to the fullest extent of our abilities.**

**Office Hours are 9am to 6pm, Monday through Friday. Cell phones are provided by Local 706 and may begin ringing at 6am – until 10pm, seven days each week, with Members needing a wage rate, a phone number, assistance with an issue on production or a personal matter. How you manage your own 'phone time' will be up to you – so long as all phone calls are returned.**

**Emails arrive around the clock; emails may be answered during Office Hours – but also need to be checked early each day (before arriving at the Office) so that Organizing efforts, Job Actions, and IATSE issues may be put on the calendar for the day. How you manage your email In Box will be up to you – so long as all emails are answered and returned.**

**Rudeness/insults/disrespect, harassment/bullying or gossip will not be tolerated.  
We deal with issues that directly affect our Members' lives and their livelihoods.**

**Timeliness is everything.**

**There is no Overtime; no Meal Penalties.**

**Each and every Member deserves respectful representation - and patience.**

**A strong work ethic, a thick skin, and a sense of humor helps.**

**You will never work so hard – or do work as important –  
as being an Assistant to our Business Representative.**