

Directors Guild of Canada (DGC)

Business Agent

DGC Members play a key role in the film industry. Our DGC Manitoba Business Agent, working with our local and national staff, plus the DGC Manitoba Executive is responsible for the management of the collective agreement(s) and the representation of members within the jurisdiction of the Manitoba District Council.

Due to retirement this year, DGC Manitoba is seeking an experienced and capable Business Agent to join our increasingly busy Manitoba office. We are looking for an adaptable, collaborative professional to deliver timely, practical services and support to DGC Members and work with our national team.

Major areas of responsibilities include,

A-Managing Collective Agreements.

To advise the Board on labour relations matters, preparing briefs, reports and other documents as may be required. Participate in preparations for negotiation of collective agreements to balance the interests of DGC Members and enhance the competitiveness of Manitoba as a destination in the film and television production industry. Interact with National staff and other business agents and participate in meetings, conferences and discussions with respect to the business, industry and relevant developments.

Facilitating negotiations of requested variances, preparing appropriate documentation and ensuring approval by senior management.

B-DGC Member Representation.

To provide opinions verbally and in writing to members as required with respect to contract interpretations and statutory requirements including health and safety. Answering DGC Member enquiries, providing opinions and suggestions on handling complaints through established problem-solving processes. Issuing work permit applications in accordance with the requirements of the collective agreement and Guild policy. Preparing for and representing the DGC and/or Members at judicial and quasi-judicial hearings and proceedings as required.

C) Additional Duties, Projects, and Initiatives

Working effectively by establishing collegial working relationships with producers and other employers.

Monitoring legislative and policy changes relevant to the film and television production industry, and communicating potential effects to the Board, and membership. Ensuring that all issues impacting the DGC, its reputation or purpose are referred to the National Executive Director for resolution.

Assisting in other related duties, functions, or tasks such as, office management, supervision, and other administrative responsibilities as they arise.

Business Agent Knowledge, Experience and Skill Requirements

Education, Experience and Knowledge Requirements

- Related education or certification in labour relations plus a minimum of three years in a labour relations role.
- A thorough knowledge of labour and employment law, employment standards and contract negotiation.
- Familiarity with the Canadian film, tv, and streaming industries would be an asset.
- A drivers' license valid for the Province of Manitoba, plus the ability to work at a variety of job sites and times.

Business Skills and Capabilities

Demonstrated capabilities in the following areas,

- Negotiation, collaboration and influencing skills to establish effective working relationships
- Judgment, decision making and problem solving,
- Proficiency in computer programs and technology skills.
- Attention to detail and a member service orientation
- Organizational and administrative skills.
- Oral, listening, and written communication skills to adapt to a wide range of situations.
- The ability to analyze complex agreements and formulate arguments.
- In addition, the ability to communicate in both official languages is an asset.

Personal skills and Job Standards

- Initiative, motivation, and stress tolerance
- Conscientiousness, task focus and accountability to establish effective working relationships
- Flexibility and adaptability to succeed in a fast-moving environment (i.e. production schedules)

About DGC Manitoba

DGC is an inclusive and proactive employer, encouraging applications from all members of our diverse community. We offer a competitive salary and benefit program plus a unique employment opportunity. To audition for this key role in a remarkable industry, please forward your resume promptly, by e-mail to hrstrategies@mymts.net, or regular mail to, 147 Kane Ave, Winnipeg, R3J 2P1.