

JOB DESCRIPTION

Title	Production Registration & Royalties Compliance Assistant
Grade	3 Assistant
Department	Governance & Allied Services
Reports to	Head of Governance & Allied Services
Date	December 2025

Job Purpose

The role ensures the smooth administration of production registrations and secondary payments compliance relating to the use of Equity's collective agreements in Film & TV and the renumeration for the exploitation of Equity members' work. Acting as a key point of contact to advise both members and external stakeholders, the position oversees legal and financial documentation, escrow arrangements, and maintains accurate records to support timely payments and contractual enforcement. Under the day-to-day direction of the Senior Officer and working with other departments, the role contributes to member focused initiatives to safeguard performers' contractual rights and ensures our members are fairly paid for the ongoing use of their work.

Main Duties

1. As directed by the Senior officer, to oversee production registration by issuing, reviewing, and filing legal and financial documents, and oversee the escrow process, liaising with performers and agents to ensure compliance.
2. Act as the first point of contact for all enquiries regarding Equity registered productions, new registrations, and Film & TV royalties/secondary payments. Provide initial advice, resolve straightforward issues, and escalate complex matters as needed.
3. Advise on provisions in Equity's collectively bargained agreements related to Film & TV secondary payments, in consultation with the Senior Officer.
4. Support the enforcement of member' contractual rights arising from the exploitation of their work in Film & TV. To assist with audits, rights-holder identification, monitoring and following up overdue documentation.
5. Maintain accurate and up to date records of registered productions, royalties reporting, and associated financial transactions such as escrow invoicing/returns, applicability of VAT, admin fees, and funds to be distributed in coordination with the Finance & Distributions team.
6. Maintain, develop, and update all relevant resources and website content in consultation with the Senior Officer and Communications team as required.

7. Supported by the Senior Officer and Head of Section to develop own projects and contribute to union wide initiatives, including recruitment and retention of members, and workplace visits alongside Officials and Organisers as required.
8. Provide administrative support to the Senior Officer, to support and prepare reports, agendas, minutes, and any other documentation, to help organise meetings and events as required.

General Duties

1. To be fully conversant with the union's IT system relevant to the post. To create own correspondence, access databases and use the union's e-mail. To be responsible for creating and maintaining an effective filing system. To be able to track all written correspondence and respond to all complaints/enquiries.
2. There will be occasional evening and weekend work.
3. To undertake any other duties commensurate with the grade.
4. To maintain the confidentiality of information and abide by the provisions of the Data Protection Act.
5. To undertake all duties within Health & Safety regulations/policy.
6. To undertake all duties with due regard to the Equal Opportunities policies of the union.

Person Specification

The following requirements are essential for the role:

Education & Experience

1. Educated to a good standard, ideally to degree level or equivalent vocational qualification, or with relevant professional experience.
2. Demonstrable experience in administrative roles involving legal, financial, or audit processes.
3. Ability to service committees, including preparing agendas and taking minutes.

Knowledge & Skills

4. Excellent organisational skills with the ability to manage multiple priorities and maintain accurate records.
5. High level of attention to detail and accuracy in handling complex documentation or financial data.
6. Proficient in Microsoft Office 365 and comfortable using databases and digital filing systems.
7. Ability to draft clear, concise correspondence and reports.

Communication & Interpersonal

8. Strong verbal and written communication skills, with the ability to provide clear advice and guidance to members and external stakeholders.
9. Ability to handle enquiries professionally, resolve straightforward issues, and escalate complex matters appropriately.
10. Collaborative mindset with proven ability to work effectively as part of a team and liaise across departments.

Values

11. Commitment to the work of trade unions and Equity's Vision, Mission, and Values.
12. Understanding of confidentiality and data protection.

Desirable Criteria

- Knowledge of the UK entertainment industry and performers' rights.
- Experience in managing escrow processes or similar financial compliance mechanisms.
- Previous involvement in member-focused organising initiatives.
- Demonstrable experience contributing to external audits or enforcement of contractual rights.