



**Director of Government Affairs**  
Government Affairs Department  
**Based in Los Angeles, CA**

**Who We Are**

As the collective voice of more than 19,000 members, the Directors Guild of America (DGA) is a labor union that helps empower directorial teams to protect and enhance their creative and economic rights and strengthen their ability to develop meaningful, successful careers.

**What You'll Do**

The Directors Guild of America is seeking to fill the position of the Director of Government Affairs. The position manages federal government and legislative affairs for the Guild. The position reports to the National Executive Director and is responsible for participating in, and implementing, the Guild's legislative, regulatory and government policy priorities, policy goals and strategy. The position is also responsible for the DGA's non-partisan Political Action Committee (DGA PAC) and all its related activities. The person will oversee and manage the Guild's professional lobbyists in Washington DC. The position is further responsible for assisting the Guild's activities on the state and local level.

**Primary Responsibilities: Policy Development:**

- Develops and executes Guild policy in coordination and collaboration with the National Executive Director for the following three areas: Governmental Affairs, International Governmental Affairs, and the DGA's Political Action Committee (PAC).

**Specific Duties and Tasks: Government Affairs**

- Responsible for developing the DGA's legislative agenda on different governmental levels in order to address a range of issues that impact Guild members including artificial intelligence, copyright protection and intellectual property protection, new media and internet, media consolidation, content control, pension and health care issues and other issues as they arise.
  - Day-to-day management of the activities of the Guild's lobbying firms in Washington, D.C. and Sacramento, CA, including both determination and implementation of agreed upon lobbying strategies.

- Responsible for outreach to organizations both within and outside the industry as appropriate. Creates, and when necessary, chairs issue oriented and industry based coalitions.
- Writes policy and position papers, speeches, letters, and all other materials relevant to presenting the Guild's position, or for analysis purposes. Responsible for distribution of such materials.
- When asked, makes presentations to the National Board, Western Directors Council, and other internal Guild groups. Also, at times, makes presentations to outside groups or organizations.
- Coordinates, as needed, with government agencies (e.g. FCC) on policy issues.

### **Specific Duties and Tasks: Political Action Committee**

- Responsible for managing the DGA Political Action Committee.
- With DGA lobbyists, develops yearly strategic recommendations for PAC activities, fundraising, and distribution of PAC dollars:
  - Writes all fundraising letters; manages their distribution; conducts personal fundraising calls and follow up.
  - Oversees the creation and maintenance of the fundraising outreach lists and the processing of payments.
  - With lobbyists, makes assessment and recommendations for contributions to be presented as reported above. Periodic, creates written materials on PAC activities, past giving, and strategy for given year for review and discussion.
  - Coordinates the distribution of PAC funds to elected officials, including direct contact with offices of all elected officials and ongoing maintenance of those relationships.
  - As part of PAC activity creates program agenda for PAC contributors, most particularly for a series of DGA PAC *Leadership Council* meetings with Members of Congress and other elected officials at the Guild office in LA and NY. Responsible for all work related to those meetings including Guild membership outreach, elected official outreach, position papers, the write up for DGA Monthly, follow up with elected officials, and logistical arrangements.
  - Creates annual reports for DGA PAC Committee, and quarterly reports for DGA National Board. Schedule and provides written materials for PAC Committee meetings.
  - Responsible for writing or editing the portion of PAC speeches to membership that refer to governmental or international affairs.

### **Specific Duties and Tasks: International Affairs**

- Responsible for managing the Guild's international government affairs:

- Monitors issues before the European Commission and other international bodies, as needed and as they may impact the Guild.
- Coordinates with the studios, other Guilds and the MPAA, on an as needed basis, on international issues of common concern.
- Interacts with U.S. based international organizations and/or governmental agencies when DGA involvement is required.
- Responsible for preparing international governmental affairs materials for the National Board meeting, and occasionally for the Western and Eastern Directors Council meetings.

### **What You'll Need**

- Minimum 4+ years of relevant experience
- Strong writing ability
- Research, analytic and strategic skills
- Ability to manage disparate issues and multiple activities at one time.

### **What You'll Get**

- Company paid Medical, Dental, and Vision for employees and low-cost premium for dependents.
- Pension
- 401(k) and 401(k) matching
- Flexible spending account
- Life insurance
- Generous PTO
- Long Term Disability Insurance and Long Term Care Insurance
- Annual salary: \$125,000 – \$140,000

*The DGA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*