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# Example of Director, Business Affairs Job Description

Our company is growing rapidly and is looking to fill the role of director, business affairs. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for director, business affairs

* Analysis and input of all contractual financial, production and guild information into RMS
* Preparation of above-the-line budget breakdown forall series produced by Showtime
* Ensures proposed marketing transactions are evaluated for their feasibility and appropriateness, alternatives have been considered, are structured to support program marketing objectives and increase transaction value/decrease risk, and have appropriate staffing and resources
* Negotiates and prepares agreements for all facets of animation development, production and distribution, including network, cable and new media license agreements, above-the-line agreements, option and literary purchase agreements, production services agreements, studio facility agreements, assignments, releases, contingent compensation definitions, and other related agreements
* Coordinates legal matters with other WB departments, including employment, labor, IP, litigation, music, , and advise creative executives and productions accordingly
* Negotiate, track and manage deals for film, television, animation, direct to video, games, digital and merchandise
* Assist with, provide support for and/or directly handle the evaluating, structuring, negotiating and implementing of a wide range of agreements the ongoing supervision of those deals
* Partnering with internal GRA and Takeda cross-functional resources vendor/partner(s) to develop policies, processes and procedures regarding strategy, implementation plans, adoption methodologies and operational support
* Accountable for ensuring strategies and expectations align with business and regulatory strategies to ensure best possible performance and outcomes for Takeda and GRA
* Accountable for all activities associated with effectively building and maintaining external third party partner/vendor/outsourcing relationships and cross-functional team execution for GRA

## Qualifications for director, business affairs

* Liaising internally with teams in our sister studios and distribution businesses, with creative and production personnel within Carnival
* Has emotional intelligence and professionalism and is genuinely approachable, understanding and dynamic
* Inspires trust in others and is solutions-orientated, able to translate intricate deals into the day to day production environment
* Has a multi-disciplinary approach, can join the dots and is able to work with a diverse team production and development teams through professional advisers, marketeers, HR, PR, distribution, tax and finance
* Autonomous and readily assumes responsibility - is self-motivated and a natural multi-tasker
* Is highly organised, fast and efficient - presents clearly and gets to the point