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# Example of Rights Analyst Job Description

Our growing company is hiring for a rights analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for rights analyst

* Define and articulate risks and returns to the values and assumptions used in the valuation models
* Provide auditable results and maintain appropriate documentation
* Manage rights activity and workflows that ensure any products and services using third-party content is handed over for copyright assessment and clearance management, utilising vendor based services and some freelancers
* Work closely with content development groups and collaboratively with production, marketing and additional internal and external resources as required to project manage costs, schedules, compliance, quality and data accuracy and provide status updates
* Provide rights management support and advice for content teams to utilise information to brief their writers/developers/authors
* Use standardised research, acquisition and permission tier letters/purchase orders, invoices and other documentation for cost effective transaction processing in Oracle
* Attend all meetings and calls as needed and summarise notes and agreed actions
* Evaluate and resolve issues, escalating in a timely manner to immediate Supervisor manager and Head of, as required
* Report monthly on all projects, indicating key metrics, issues, blockers and successes
* Manage, coordinate, or assist in the management and coordination of the development and review of departmental personnel policies and procedures

## Qualifications for rights analyst

* Fluent in MS Office, database entry and navigation
* Responds positively to change and ambiguity
* Minimum 2-3 years of experience working in a legal capacity at an entertainment company, entertainment law firm
* Strong analytical skills and ability to exercise sound legal judgment
* Quantitative analysis experience, through education, internships or work
* QRM software experience is preferred