



# Example of Business Affairs Job Description

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Our innovative and growing company is searching for experienced candidates for the position of business affairs. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business affairs

- Log binders in and out
- Log third party materials of old tape footage to be digitized
- Review agreements for rights determination
- Assist /participate in negotiations
- Schedule meetings and travel
- Oversee business for the current and legacy soundtrack projects partnering with record labels or in-house label
- You will also manage a small team working across these areas
- Serve as primary liaison with the central Business Affairs Administration team to ensure that new tools and systems are implemented for E!, Esquire, and Wilshire Studios (ex
- Responsible for managing package letters for business affairs negotiators
- Conduct research as necessary on deals and terms for business affairs matters

## Qualifications for business affairs

- Strong interest in sports is essential
- Ideal candidate will have at least two years of previous experience in a sports, legal, or television environment
- Entertainment and digital / new media experience a plus
- Execute assumption agreements, production contracts, music agreements and production insurance coverage

