



Example of Business Affairs Job Description

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Our company is growing rapidly and is looking to fill the role of business affairs. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for business affairs

- Propose / develop talent compensation & other remuneration models that reinforce DCE's business strategy / objectives of being the top destination for creative talent to both sustain a vibrant comic publishing business and drive IP generation for the Studio
- Oversee DC's talent related business matters, including all property rights acquisitions and talent contract negotiations
- Support Co-Pubs & other team members on Creative Culture Project by providing pro-active / routine feedback on key talent business matters
- In partnership with Sales / Business Planning, acquire & maintain current competitive information around comic distribution models to inform types of distribution / new channel partner deal arrangements
- Propose competitive arrangements with distribution / channel partners that reinforce DCE's business strategy / objectives of audience expansion into digital, international, mass & other channels
- In partnership with Creative & Franchise Management / Business Planning, acquire & maintain current competitive information around media / merchandise rights deal arrangements
- Propose competitive arrangements with intercompany business units that reinforce DCE's business strategy / objectives of creating value for WB
- Support all other areas of DCE in negotiating commercial terms in support of business operations, such as with print partners, marketing agencies, consultants
- Handling all legal and network clearances, including trademark scans and searches, music licenses, stock footage use, reviewing legal documents

- Negotiating all overscale and celebrity talent, preparing of contracts for scale talent, handling all talent claims and any talent issues (for example, shooting abroad, using talent in other venues)

Qualifications for business affairs

- 5+ years of experience in insurance regulations/accounting and/or experience in investments industry
- Must be computer literate and well-versed in the areas of social media networks (Facebook, Twitter)
- Available to work out of New York City location
- Knowledge of DCE properties a plus
- Must have ability to execute tasks precisely as instructed to ensure proper maintenance of project files, and to ensure timely and accurate payments
- Communication (verbal & written) skills are key