



# Example of Business Affairs Job Description

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Our company is hiring for a business affairs. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for business affairs

- Draft and summarize license and/or talent agreements and respond to comments from counterparties on drafts under negotiation
- Support sales teams in driving agreements toward execution and maintenance of titles in library
- Handle all legal and network clearances including identifying non-compliant claims, collect all substantiation for claims and work with networks for resolution
- Conduct preliminary trademark scans and searches
- Search and secure music licenses and stock footage licenses
- Review legal documents provided by client, act as liaison between client engagement and outside counsel on legal issues
- Review scripts, creative decks/storyboards and handle any legal approvals and secure any third party trademark releases
- Negotiate any overscale and celebrity talent and preparing contracts
- Issue contracts for scale talent, handling all talent claims and any talent issues
- Estimate talent session and residuals, clear, book, issue talent contracts and process all talent payments

## Qualifications for business affairs

- A willingness to take responsibility for one's own actions and make tough decisions
- Commercial approach
- 3+ years in a media or technology company

- Knowledgeable about the digital media landscape (particularly online video and broadband), cable networks and pay TV providers
- Must be willing to work in Santa Monica, CA