



# Example of Business Affairs Job Description

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Our innovative and growing company is hiring for a 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 business affairs

- Prepare TOR paperwork and transfer of files, if necessary
- Conduct seminars on talent and business affairs issues to educate and update creatives, producers and client engagement
- Work with producers to review and prepare estimates for production jobs, issue production and editorial contracts, approve and process invoices, track, manage and actualize costs for all production jobs, close and prepare final estimates
- Know and adhere to all client guidelines and procedures, work with cost consultants, if applicable
- Knowledge of AICP and AICE bid forms
- Collaborate with client engagement to ensure timely release and shipment of final commercials to stations
- Reports to the business affairs manager in Chicago
- Review, draft and analyze distribution and fulfillment services agreements
- Negotiates above the line agreements for both scripted and reality productions and network licensing arrangements in connection with such productions, manages business affairs for reality and scripted development (including development with overall deal entities), reviews long forms agreements in connection with negotiated deals and supervises all business issues related to current programming
- Oversees above the line deal information for pilots and series, then advises Financial Administration, Estimating, Production Accounting and production offices when it is appropriate to invoice the network for all development and

## Qualifications for business affairs

- Minimum 2 years of prior business affairs or business and legal affairs experience in TV or features supporting senior executives
- Must have at least 10 years' experience in television Business Affairs
- Minimum 10 years experience in music business affairs
- Sound judgment and attentions to detail
- Proficient in Microsoft Office and similar programs
- Minimum 3 year of experience in Business Affairs administration