



COMPANY: 300 Entertainment

JOB TITLE: Associate Director, Business and Legal Affairs

300 Entertainment is seeking an entry-level Attorney to join our dynamic Business & Legal Affairs team. This is a demanding and fast-paced role that requires curiosity and significant initiative.

To be a successful candidate, you are highly-organized, self-motivated, quick-thinking, flexible, able to juggle multiple responsibilities, and 100% reliable. You are comfortable and confident in dealing with a diverse clientele, are able to identify the underlying causes of problems, even when those problems are not clearly defined, and are eager to learn. Your success in the role depends on having a strong, outgoing personality and the desire to do whatever it takes to get the job done.

Essential Duties

- Structure, negotiate, draft, and review a wide variety of agreements including but not limited to: recording & publishing agreements, synchronization agreements, sponsorship & brand agreements, video & artwork agreements, and marketing and digital marketing agreements.
- Reviewing a variety of other agreements relating to the publishing and recorded music business.
- Summarize all contracts and communicate to relevant departments.
- Liaise with and support other departments (i.e. A&R, Royalties, Marketing, Digital, Finance & Accounting, Publicity, Promotions and Creative) by advising on rights issues and ensuring compliance with contractual and legal obligations.
- Provide additional administrative support to A&R and Finance Departments with respect to the facilitation and processing of contractual payments
- Coordinate responses to claims and lawsuits with internal personnel and 300 counsel as necessary.
- Create, maintain, and internally distribute a variety of status charts and reports.
- Provide legal support for the management and maintenance of 300's intellectual property portfolio.

Requirements

- JD degree from an accredited law school, Bar membership required
- Strong drafting, negotiating, analytical, and organizational skills
- Strong interpersonal skills
- Ability to work with minimal supervision
- Sound and practical business judgment
- Relationship builder
- Attention to detail
- Ability to multi-task and manage a high-volume workload efficiently while balancing competing priorities
- Ability to communicate effectively
- Ability to work well in small, fast-paced department
- Demonstrate excellent follow-up and follow through skills
- 1+ years prior music experience a plus

Please send resumes to businessandlegal@threehundred.biz