

NBCUniversal - NYC Law Clerk Opportunity

Role Purpose

NBCUniversal seeks a recent law graduate for a full-time, one-year clerkship with the Law Department's Marketing & Creative Partnerships legal team. The individual in this position will assist with contract drafting and review and legal research relating primarily to marketing, promotions, advertising, and intellectual property. This is a non-exempt, temporary position paying \$30 an hour at 40 hours per week. The position will last no more than 52 weeks.

Responsibilities

- Drafting agreements, including clearance agreements, vendor agreements, content license agreements, logo agreements, appearance releases, co-promotional agreements, pitch agreements, NDAs, and photography cost share agreements
- Reviewing contest and sweepstakes rules and counseling NBCUniversal business units on various promotions matters
- Reviewing social copy and content, including for regulatory compliance
- Handling requests for use of NBC logos and other NBCUniversal properties
- Providing research and other assistance on various projects as needed.

Basic Qualifications

- Juris Doctor degree
 - Must have passed bar exam and have practiced law for a minimum of 1-3 years after graduation.
 - Experience in a professional legal role requiring strong analytic and organizational skills and careful attention to detail.
 - Strong legal research skills and technical proficiency with Lexis Nexis and Westlaw.
- Eligibility Requirements
- Must be willing to be employed by Yoh Managed Staffing and assigned to NBCUniversal for the duration of the temporary assignment.
 - Must be willing to work in New York City
 - Must be willing to submit to a background investigation.
 - Must have unrestricted work authorization to work in the United States.

Desired Characteristics

- Prior experience reviewing and drafting contracts
- Prior experience with copyright, trademark and/or promotions law
- Outstanding analytic and organizational skills
- Strong judgment and common sense.
- Able to effectively and efficiently determine overall project needs, organize project requirements into tasks, and prioritize multiple projects from multiple managers according to deadlines.

- Technical proficiency with Microsoft Office Suite, including Excel and PowerPoint.
- Strong communication skills.

To Apply: Please submit resume and cover letter in one email to Marsha.Cole@nbcuni.com and Amanda.Dezso@nbcuni.com with the subject line Advertising & Marketing Law Clerk Application no later than June 16, 2021.

Email: marsha.cole@nbcuni.com

Subject: Law Clerk Opportunity