

JOB DESCRIPTION

Contracts Counsel

January 3, 2024

The Contracts Counsel is a full-time, exempt (salaried) position with full benefits. Compensation is commensurate with experience. The grade level is 14.

Under the general supervision of the Senior Director of Contracts, the Contracts Counsel oversees key programs within the Contracts Department in addition to performing investigations, enforcing Guild agreements, and providing contracts expertise to other Guild departments.

REQUIRED FUNCTIONS OR DUTIES

1. Work with the Contracts Department team to interpret, administer and enforce the provisions of the Guild's various collective bargaining agreements ("MBAs") and support the Guild's strategic goals
2. Administer and enforce provisions of the MBA including, but not limited to, minimum terms applicable to theatrical and television employment, determination of intended/primary market of covered projects, matters related to Guild jurisdiction, reacquisition of theatrical literary material, television and theatrical separated rights, and other matters;
3. Negotiate terms and conditions for projects covered under the MBA, including made-for-basic cable projects and animated projects, in consultation with and under the supervision of the Senior Director;
4. Analyze contractual inquiries from various Guild departments and work closely with enforcement departments to provide analysis regarding matters of MBA interpretation and Guild policy;
5. Initiate, investigate and supervise investigations of claims in connection with individual writers' contracts and the Guild's various collective bargaining agreements;
6. Communicate with writers, attorneys, agents, and representatives from production entities to ensure compliance with Guild agreements;
7. Plan and conduct MBA training for Guild staff, members and representatives;
8. Testify in legal arbitration hearings as necessary;
9. Research relevant bargaining history and arbitration awards and consult with Guild personnel, as necessary;
10. Assist in generating detailed reports regarding enforcement of the Guild's collective bargaining agreements and monies collected;
11. Other duties deemed necessary by the Senior Director of Contracts.

OCCUPATIONAL QUALIFICATIONS

J.D. required; must be a member of a state bar, preferably California. Ability to read, understand and interpret the MBA, other Guild collective bargaining agreements, contracts and related documents. Must have superior writing skills, verbal communication skills, and analytical and organizational ability. Must be able to work well with others in a very fast-paced, multi-faceted work environment. Entertainment industry experience preferred. Must be computer literate (MS Word, Excel).

PHYSICAL REQUIREMENTS

Sedentary work. The successful applicant should be able to bend, stoop, reach, sit, twist, and occasionally lift up to twenty pounds.

MENTAL REQUIREMENTS

Must have the ability to comprehend and interpret complex bargaining agreements; perform activities on schedule, maintain regular attendance and punctuality, and interact with others professionally and with discretion. Must have the ability to remain calm and focused under pressure.

ENVIRONMENTAL CONDITIONS

Does not require working near hazardous equipment or machines. Low exposure to noise, dust, gas, odors, fumes.