



UPLIFTING ENTERTAINMENT

Job Description:

Job Title: Paralegal
Reports to: Senior Counsel
Location: Atlanta, GA
Status: Exempt

Essential Duties and Responsibilities

- Assist GMC's and ASPIRE's lawyers with drafting, reviewing, red-lining and tracking contracts and correspondence at various stages of negotiation and distribution.
- Handle processing and maintenance of contracts and correspondence related to a variety of matters including contracts for original and acquired programming and production, rights & clearances, content licensing, distribution, music, talent appearances, materials releases; sponsorship and marketing, and on-line and new media services.
- Organize and manage high volume of business and legal affairs files and paperwork related to contracts and rights & clearances matters, including maintaining electronic and paper files, processing of rights & clearances licenses and payments, corporate filings and registrations.
- Prepare and present summary reports and status updates.
- Maintain and manage data entry of rights & clearances database, option and term tracking reports.
- Assist lawyers with deal negotiations; advise and respond to inquiries about deal status, contractual terms and acquired rights; assist with deal interpretation questions.
- Conduct legal research/analysis and perform special projects on an as needed basis.
- Work and interface with all network departments including Programming, Production, Marketing, New Media, Net Ops and Finance.

Education/Experience

- Minimum of 5-7 years' experience as a paralegal in a law firm and/or in-house. Knowledge of media and entertainment contracts, copyright/trademark/intellectual property and music rights issues preferred.
- Experience supporting lawyers and high-level executives preferred.
- Must be well-organized, analytical and detail oriented, with ability to multi-task in a service/client-oriented atmosphere.
- Must be willing to take ownership of projects, with ability to prioritize, meet deadlines and balance multiple people and projects simultaneously with minimal supervision.
- Must have excellent interpersonal skills, excellent written and oral communication skills, ability to work independently and as part of a team.
- Must have ability to work with and maintain confidential information and must demonstrate sound judgment.
- Must be able to maintain composure and professionalism under pressure and under deadlines.
- Must be resolution-oriented, with creative problem solving skills and an ability to trouble shoot in a fast-paced environment.
- Must be proficient at Word and Excel. PowerPoint is a plus. Database management experience is a plus.

Certificates and Licenses

Paralegal certificate.

Application Process

To apply, submit your resume to Human Resources at recruiting@gmctv.tv.
For information on our company, visit www.watchgmctv.com.