

JOB OPPORTUNITY AT DENTONS CANADA LLP

Business Affairs Coordinator Toronto or Vancouver Office

ABOUT DENTONS

Dentons is a global law firm driven to provide clients a competitive edge in an increasingly complex and interconnected world. A top 20 firm on the Acritas 2014 Global Elite Brand Index, Dentons is committed to challenging the status quo in delivering consistent and uncompromising quality in new and inventive ways. Dentons was formed by the combination of international law firm Salans LLP, Canadian law firm Fraser Milner Casgrain LLP (FMC) and international law firm SNR Denton. Dentons' clients now benefit from approximately 2,600 lawyers and professionals in more than 75 locations spanning 50-plus countries across Africa, Asia Pacific, Canada, Central Asia, Europe, the Middle East, Russia, CIS and the Caucasus, the UK, and the US. The Firm serves the local, regional and global needs of a broad spectrum of clients, including private and public corporations; governments and government agencies; small businesses and startups; entrepreneurs; and individuals.

We believe that diversity and inclusion is essential to the success and strength of our firm. We believe that a proactive approach where we support and embrace our individual talents and differences enriches our firm, our professional practice and our communities. It offers us a broader perspective to foster more creative ideas and greater effectiveness, which enhances our ability to provide our clients with the best possible advice and service.

POSITION SUMMARY

The **Business Affairs Coordinator** will be part of the National Entertainment Group and will work closely with members of the group in various offices on a wide variety of production related documentation in the film, television, music and new media area.

RESPONSIBILITIES

- Assist in the preparation of applications and registrations for clients with respect to certain funders, government agencies and collecting rights societies
- Assist in the drafting, reviewing and negotiation of chain of title, development agreements and rights acquisition agreements
- Assist in the drafting, reviewing and negotiation of production contracts for the firm's film, television and new media clients
- Assist in the preparation of errors and omissions insurance applications and reviewing E & O clearance procedures
- Assist in the drafting, reviewing and negotiation of finance agreements and completion bond agreements
- Assist in the co-ordination and closing of financing transactions
- Assist in the drafting, reviewing and negotiation of broadcast and distribution agreements
- Assist in advising the firm's clients in respect of guild and union issues
- Active participation and involvement in the marketing and promotion of the National Entertainment Group at industry events and conferences
- Actively involved in the maintenance of new and existing clients
Timekeeper recording

REQUIREMENTS

- A minimum of 5-7 years' experience in the entertainment industry (with a concentration in film or television)
- Legal training as a lawyer, paralegal or law clerk an asset but not required
- Superior organizational skills and excellent attention to detail
- Excellent written and verbal communication skills with an ability to effectively communicate with external and internal contacts
- Strong computer aptitude using Microsoft Word, Excel and Outlook
- Ability to multi-task and prioritize as needed
- Ability to work both independently and in a team setting
- Ability to work well under pressure and to meet deadlines

Qualified applicants should submit their cover letter and resume by email to:

Toronto Human Resources Department
Dentons Canada LLP

Email: resumes.toronto@dentons.com

****We thank all applicants who apply, only candidates selected for an interview will be contacted.***