

Role Profile

Job Title	:	Business Affairs Manager - Maternity cover
Department	:	Business Affairs
Band	:	Operations 4

Function of the department/section & main purpose of the role:

The role of the Business Affairs department is to provide commercial and legal advice to all departments within Aardman, including: marketing, IP development, production, feature films, licensing, merchandising, digital and commercials. The Department also advises on protecting the company's intellectual property rights and brands.

The key responsibilities of this role will be:

- To negotiate and draft various agreement types for the Interactive and Rights teams, with a particular focus on managing content acquired from third parties for distribution; and merchandising and game development hybrid deals.
 - To lead on certain productions within the team.
 - To manage and advise on data protection queries across the company.
-

Duties & Responsibilities:

- First point of call for regulatory and risk management advice (including but not limited to data protection) to all areas of the company and responsible for managing new queries of this nature.
 - To advise on, draft, implement and maintain company policies and protocols (as necessary and appropriate).
 - Responsible for providing legal and contractual advice to the business in relation to direct to consumer projects and the point person for such projects, including the Aardman Academy.
 - To negotiate & draft talent (including but not limited to cast and writers) and crew agreements on various productions, liaising with agents and representatives where necessary.
 - To support and supervise the BA Coordinator with providing legal advice on ad-hoc crew queries.
 - To negotiate & draft sales and licensing agreements - to include TV sales agreements, agency contracts, merchandising licenses, publishing agreements etc.
 - To negotiate and draft agreements for the marketing and live events team.
 - To carry out and supervise the BA Paralegal with any underlying rights clearances and script reviews as may be necessary for the development and/or production teams.
 - To attend project strategy meetings as required.
 - To manage production development agreements, including music licensing agreements and post-production delivery requirements. To lead on a production and provide/supervise the delivery of legal support throughout the duration of a production, including drafting and negotiating supplementary agreements (as appropriate) and providing day-to-day legal support.
 - To assist the Head of Business Affairs with diversity and inclusion queries from within the business and propose solutions with how to implement legal advice.
 - To carry out any other duties as appropriate to the post as required.
 - To provide ad-hoc legal and contractual advice to all departments and companies as required.
-

Responsible to: Head of Business Affairs

Responsible for: N/A

Person Specification:

- Must be a solicitor, with entertainment law and production experience. In-house experience is also desirable.
- Understanding of business affairs and what is required from the team.
- Experience and knowledge of rights distribution on a global level.
- Proven experience of negotiating with external partners.
- Sound drafting experience and willingness to adapt to a number of different agreement types.
- Robust, clear thinker with the ability to get people on board with ideas and solutions.
- Excellent presentation, communication (both internally and externally), problem solving, organisational and negotiation skills.
- Self- starter and solutions focussed with the ability to work effectively under pressure on own initiative.
- Excellent time management skills with the ability to set and manage client expectations.
- Team focussed flexible approach to work.

LS: April 2025