

TRUSTBRIDGE GLOBAL MEDIA
Manager of Contracts, Business Affairs

Trustbridge Global Media is seeking a highly motivated and detail-oriented Manager of Contracts to work in the Business Affairs department in our New York office.

The candidate will report to the Vice President of Business Affairs, Trustbridge Global Media, parent company of children's book publishers Holiday House, Pixel+Ink, and Peachtree.

We provide competitive benefits including health, dental, vision, FSA, HSA, commuting benefits, disability and life insurance, as well as a 401(K).

Role and Responsibilities:

The primary responsibility of the role will be to review, draft and negotiate a variety of book publishing agreements for our Holiday House division. Applicants should have excellent communication, drafting, and writing skills. It is critically important that the applicant be able to accurately proof his/her/their own work. An ideal candidate must be able to fully understand an agreement in its entirety, and to problem solve soundly and efficiently for issues raised during negotiations. Good judgment, attention to detail and accuracy are essential qualities the candidate must possess.

This role will complete a high volume of tasks and projects quickly with minimal supervision but in close communication within a small, collaborative team. The candidate should be highly organized with a demonstrated ability to liaise with agents, authors and illustrators, and to work effectively with colleagues from our accounting, editorial and operations departments in different capacities. A willingness to perform both large and small tasks is required.

The ideal candidate has familiarity with and enthusiasm for children's books, and the authors and illustrators Holiday House publishes (please see holidayhouse.com).

Specific responsibilities include:

- Draft author/illustrator contracts across multiple standard form agreements
- Negotiate deal terms with agents and authors/illustrators ensuring adherence to standard contract terms and optimal negotiated rights and terms
- Draft and send out other legal documents, letters, and other routine correspondence as requested
- Track department workflow to ensure documents are sent to and received from third parties and contracts are concluded in a timely manner
- Manage contracts rights and royalty database and its processes
- Assist the subsidiary rights and other departments with agreements and projects
- Maintain documentation guidance and template language
- Summarize and communicate legal concepts for business teams
- Handle registration of published works for copyright across three publishers

Experience:

- BA/BS degree in a relevant field, required
- Minimum 3-5 years of experience working as a contracts manager, contracts associate or legal assistant in the publishing industry, **required**
- Experience in publishing contracts, including reviewing, drafting and negotiating contracts, **required**
- Understanding of rights types and income streams as they relate to publishing
- Good understanding of publishing copyright, and issues the industry faces today
- Knowledge/experience with royalty accounting and financial information
- **A legal/paralegal degree is not required.**

Required Skills:

- Prioritizing and managing projects simultaneously
- Creating and improving processes
- Reviewing and organizing documents and data
- Good organizational skills, with the ability to plan and deliver on tight deadlines
- Team player who will work closely with a range of internal stakeholders
- Ability to work autonomously and collaboratively
- Self-starter who is proactive, takes initiative, is resourceful and takes ownership of tasks and projects