



ROYAL OPERA HOUSE

JOB DESCRIPTION

Title: Junior Business Affairs Advisor

Reports to: Head of Legal and Business Affairs

Main purpose of the job

To provide effective and proactive support to the Head of Legal and Business Affairs and for a range of internal stakeholders in carrying out the responsibilities of the department.

The Legal and Business Affairs team is responsible for ensuring that the Royal Opera House has acquired all of the necessary rights and permissions to conduct its business, protect its rights and properties, ensure legal compliance in line with its charitable status and to ensure efficiency in its use of public and private funds.

Main Responsibilities

Business Processes

- Support various key stakeholders in monitoring and administering the Royal Opera House's intellectual property and other rights, within the ROH intellectual property and rights management strategy
- Support managers in the negotiations with individual rights holders to ensure the efficient clearance of necessary rights, within the contractual framework and budget parameters as advised by the relevant Royal Opera House manager
- Advise stakeholders on business impact across the organisation and ensure all relevant internal stakeholders are considered and consulted
- Research issues and information as required, such as benchmarking, industry best practice or company histories
- Conduct due diligence as required including without limitation monitoring, reporting and resolving infringement of ROH rights within the digital environment

Contracting Processes

Support various key stakeholders in monitoring and administering the Royal Opera House's internal contracting process:

- Maintain familiarity with ROH contracting process so as to deal with enquiries and trouble shoot, including proof reading printed materials
- Monitor and administer draft versions of contracts, including amendments, revisions and confirmation of dates and other details
- Prepare draft contracts for review by the Head of Legal and Business Affairs, review external drafts and amendments and report to the Head of Legal and Business Affairs and/or other relevant stakeholders
- Ensure that the contracts move intact from draft to final executed documents and scanned and filed copies
- Record and make accessible to key stakeholders details of rights, obligations and contractual milestones

Administration

- Be the first line of contact for day-to-day contract queries and assistance with annual review of the key legal contracts
- Manage and co-ordinate the Legal and Business Affairs team diaries
- Maintain the office administrative systems and provide administrative support as required
- Ensure efficient electronic and physical storage, with rapid retrieval, security and confidentiality of all paperwork, correspondence, contracts and underlying data
- Work collaboratively with other team members and maintain effective liaison with all departments and external contacts
- Undertake other tasks as may be required from time to time

Continuous Improvement

- Keep up to date with best practice and compliance for matters relevant to the role as advised through recommended data sources and/or professional networks
- Support a culture of information sharing, collaborative working and team working
- Manage own learning and continuous professional development relevant to the role; undertake any study or qualifications as required
- Contribute to a culture of innovation and continuous improvement

PERSON SPECIFICATION

Essential Knowledge/Skills and Experience

Contracting Processes

- Ability to undertake contractual and administrative work effectively in a Legal and Business Affairs department
- Sufficient knowledge of and familiarity with contractual documentation
- Knowledge and familiarity with copyright and similar rights preferably in the context of the performing arts
- Sufficient experience of using and working with contract templates and precedents
- Respect for compliance issues and confidential information
- Strong written and verbal communication skills with high standard of English
- An interest in learning more about contracting issues in relation to the performing arts

Office Skills

- Strong time management skills with the ability to prioritise and manage a busy workload with high productivity
- Excellent organisation and diary management skills, including use of Outlook
- Good judgement and able to request information and guidance when needed
- Very competent Microsoft Office user including Word, Excel and PowerPoint
- Accurate typing, high standards of general accuracy and attention to detail
- Ability to use a database or become operational in a short space of time
- Strong numeracy skills, able to work accurately with data entry and checking figures (such as royalties)

People Skills

- Consistent high level of responsiveness and customer care coupled with tact and diplomacy
- The ability to represent the Royal Opera House and deal with people at all levels (colleagues, business partners, artists, agents and the public) in a confident and professional manner
- Ability to work effectively self-directed with little supervision or as part of a team

Continuous Improvement

- Ability to work to and support a culture of continuous improvement
- Commitment to delivering a high-quality service and high standard of work
- Commitment to managing own learning and continuous professional development relevant to the role
- A legal qualification or part-qualification and/or an interest in developing a career in IP / copyright / media law

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

