



<b>Job title</b>	<i>Paralegal – Corporate Entertainment</i>
<b>Reports to</b>	<i>General Counsel</i>

### **Job Summary**

Tyler Perry Studios is a dynamically growing entertainment and media enterprise. Reporting directly to the General Counsel, the individual in the Paralegal – Corporate Entertainment role will be an important contributor to the growth and development of the Studio’s in-house legal department as the department evolves to support and empower the Studio’s vision. This unique opportunity gives you the chance to utilize and further develop your paralegal and legal administrative skills in an exciting, fast-paced environment.

### **Position Type**

This is a regular full-time position.

**Your Contributions:** Working independently with attorney oversight, the Paralegal – Corporate Entertainment will be expected to contribute in a number of significant ways:

- Negotiate, draft, and manage a wide variety of agreements and legal documents related to production, entertainment, and general commercial matters
- Update and manage accurate and organized documentation, reports and records of the Studio’s various legal entities, including, preparing and filing where required, entity reports, resolutions, and other governance documents
- Work with others in the enterprise to develop, implement, and maintain legal operations management systems to optimize legal department functions and processes
- Research legal and related business issues and matters and report your findings and conclusions to facilitate informed decisions and positions
- Maintain, monitor, and track matters and agreements with attention to deadlines, important dates, performance metrics, and other triggering or noteworthy events
- Communicate with internal colleagues, outside counsel, and third parties as necessary from time to time
- Provide administrative support to the General Counsel and other attorneys, including, handling incoming calls and mail, coordinating busy travel and meeting calendar (across multiple time zones), and other special projects assigned by the General Counsel

**The Basic Requirements and Qualifications:** The individual in the Paralegal – Corporate Entertainment role must have for the position:

- A college degree and at least 5 years of paralegal or equivalent experience in a major in-house legal department or reputable law firm, preferably in the entertainment industry
- Experience negotiating and drafting agreements, contracts, and legal documents, preferably experience with production, entertainment, and union/guild agreements
- Familiarity with entity formation and governance and the applicable state and local rules

- Excellent analytical skills and sound critical judgment with the ability to work independently, while also being a contributing member of a team eager to seek and provide assistance or guidance when needed
- Strong understanding of legal department operational systems and databases, as well as Internet, Westlaw, Lexis-Nexis, and/or other online legal information systems and tools
- An ability to communicate effectively and clearly, and to confidently interact with others both inside and outside the Studio
- The highest commitment to exercise discretion with sensitive and confidential information
- Strong organizational and managerial skills, with excellent attention to detail
- Expert proficiency in Microsoft Office applications, including Word, Excel and PowerPoint

### **EEO Statement**

Tyler Perry Studios provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Tyler Perry Studios complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Tyler Perry Studios expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Tyler Perry Studios employees to perform their job duties may result in discipline up to and including discharge.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the individual performing this role. Duties, responsibilities and activities may change at any time with or without notice.