

AMERICAN FILM INSTITUTE
JOB DESCRIPTION

POSITION: Associate Counsel
DEPARTMENT: Business & Legal Affairs
LOCATION: Los Angeles Campus

This position will be primarily remote, with periodic in-person activity at AFI's Los Angeles campus / production locations required. The successful candidate must be based in California.

COVID-19 PROTOCOL: AFI requires full vaccination against COVID-19 for all employees, subject to limited, legally required exceptions. Proof of vaccination, or documentation supporting an exception to this policy, will be required prior to employment.

PRINCIPAL RESPONSIBILITIES:

The Associate Counsel is responsible for legal work across AFI's slate of student-made content, ranging from two-minute "visual essays" to twenty-minute graduate thesis projects. The Associate Counsel is also responsible for legal work for AFI's Innovative Programs, including the DWW program, a directing-focused workshop which mentors filmmakers through the production cycle of a short film. Additionally, the Associate Counsel drafts and negotiates agreements between AFI and third parties looking to license text, audio, photos, and/or video from AFI's archive.

PRINCIPAL DUTIES:

- Draft, review, and negotiate below-the-line production agreements, which may include location agreements, music/third-party content licenses, equipment rentals, vendor agreements, prop rentals, etc.
- Draft and negotiate archival content licenses
- Review and revise production and licensing legal forms and gives
- Correspond with internal business partners, other AFI departments, and licensees
- Assist the Senior Director with legal matters as needed
- Perform other duties and responsibilities as assigned

EXPERIENCE / SKILLS REQUIRED:

- Juris Doctor (JD) degree and admission to the California Bar required
- Minimum one (1) year of professional experience at a law firm or in-house, experience in content production and/or content licensing preferred
- Strong negotiation skills; ability to find win-win solutions
- Excellent organizational skills and ability to handle multiple projects simultaneously
- Proven ability to exercise proper judgment to assess priorities
- Ability to maintain confidentiality of sensitive information

- Possess a positive, collaborative attitude with ability to guide and advise non-lawyer client groups
- Can work independently while able to identify and raise issues for more senior review
- Outstanding verbal and written communication skills, as well as attention to detail
- Proficiency in Microsoft Office, including Word and Outlook
- Interest in film education and/or history a plus