



WILLIAM H. SADLIER, INC

JOB DESCRIPTION

Position: Permissions & Contracts Specialist

Department: HR/Legal/Facilities

Reports To: Senior Vice President (SVP), General Counsel

Summary:

This position coordinates all corporate contracts and intellectual property matters, reporting to the General Counsel and regularly working across internal corporate functions, including Publishing, Sales, Marketing, and Operations.

Core Responsibilities:

- Registering and renewing copyrights and trademarks for the Company and maintaining active copyrights and trademarks.
- Securing permissions and licenses to use text, images and music in products to be published by the Company, as requested by Senior Creative Director and Editorial and Image teams: negotiating use licenses with rights owners, tracking progress against book project budget, alerting management to any significant variance, and working with Senior Creative Director and Editorial and Image teams to establish workflows in order to maintain schedules.
- Developing and maintaining logs of licensed rights to text, images and music to ensure that limitations on use are recorded and available for future reference.
- Approving payment of invoices for text, images and music permissions and licenses
- Managing inquiries regarding rights and permissions and other uses of the Company's intellectual property.
- Managing and maintaining policies and fee structures for rights and permission releases
- Engaging with international distributors and representatives.
- Maintaining and updating Company contract forms and templates, and developing and improving workflows that facilitate efficient contract review and approval processes.
- Drafting and managing a wide variety of contracts with customers and vendors, including master services agreements, data privacy, professional services, technology, content licensing, permissions, independent contractor, and other traditional and new media agreements to support our domestic and international business operations.
- Developing and maintaining the Company's databases of contracts, third-party rights and permissions, and communicating contract alerts, operating practices and performance standards with appropriate stakeholders.
- Partnering with business owners and managers to ensure compliance with contract terms and conditions.



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- Overseeing the Company's processes associated with identification of intellectual property violations and follow-up actions.
- Drafting rules for sweepstakes and contests.
- Working as a point of contact with external intellectual property counsel.
- Providing guidance to other departments in the Company on a variety of legal agreements.
- Providing general legal and litigation support, as needed.

Education, Experience, Skills Required:

- Bachelor's degree
- 2-4 years of experience managing and administering IP permissions or publishing rights, preferred
- Understanding of general copyright principles
- Strong contract review and analytical skills; ability to interpret contract language pertaining to rights requests
- Strong project management skills, and ability to manage multiple projects simultaneously
- Detail-oriented and strong issue-spotting skills
- Excellent verbal and written skills, and ability to communicate at all levels
- Proficiency in Microsoft Office Suite and comfortable learning new software and working with databases
- Ability to ensure that details are handled timely and accurately
- Experience with budget creation and management
- Excellent time management and organizational skills
- Strong process-building abilities and research skills