Career Opportunity

Job Title: Licensing Contracts Administrator

Job Location: Boston North Shore

Summary: The Quarto Group is seeking a Licensing Contracts Administrator to be responsible for preparing publishing agreements from our Boston North Shore, MA office location. This role will review and comment on agreements drafted by third parties, will maintain and update boilerplate contracts as required by changes in procedure or law, and draft subsidiary rights licenses. This person will be able to draft within an enforceable legal framework and reflect accurate deal specifics and company policies.

The key responsibilities for this role are:

- Reads, reviews, and comments on all draft licensing agreements; submits final agreements to licensors and publishers
- Acts as a liaison with publishers, licensures, and other third parties by providing them information needed to draft agreements
- Prepares and updates existing templates to reflect deal-specific agreements base don't terms submitted
- Reviews and proposes agreement changes to publishers, and licensors
- Reviews and substantive contract items with appropriate Publisher prior to proposing or accepting terms
- Tracks the status of any unsigned agreements; notifies the appropriate staff member when agreements have been received
- Maintains and enters contract information and contributor deals in the database and legal files
- Work closely with accounting and royalties' department to communicate financial obligations and resolve payment issues
- Additional duties as assigned

The ideal candidate will have the following skills:

- Strong computer skills, including Mac OS X systems and MS Office Suite
- Bachelor's degree
- 5 + years' related experience
- Licensing experience strongly preferred
- Paralegal certification preferred
- Knowledge and understanding of contracting principles and procedures along with intellectual proper law
- Strong customer service skills

For consideration, please submit your resume and cover letter by e-mail to careersusa@quarto.com.

QuartoUS is an equal opportunity employer; M/F/D/V are encouraged to apply.