



Title: Paralegal

Date: October 13, 2022

Location: Toronto

Reports to: Steve Pasternak

Salary: 60-65k

### **The Opportunity:**

Anthem Sports and Entertainment is seeking an experienced Paralegal / Business Affairs Manager. This role will provide contract, administrative, and other support to the operational legal and business affairs team. The ideal candidate has prior media expertise in rights licensing, implementing legal systems and processes in a business with multiple business lines.

### **Key responsibilities include:**

- Perform the administration, review, and analysis of client and vendor contracts.
- Assist in the negotiation, and drafting of contracts as directed by corporate counsel. Manages all changes in agreements and addendums with support from corporate counsel.
- Maintain and update a set of standard contracts.
- Develop and maintain a filing system for contracts and other legal documents.
- Ensure that contracts are executed and filed in accordance with approved guidelines.
- Conduct research and resolve routine legal questions/issues under the corporate counsel.
- Scheduling and coordination of meetings and conferences.
- Drafting progress reports for clients, and management.
- Other duties as assigned.

### **Qualifications:**

- Self-motivated individual who works efficiently, takes pride in their work, and is attentive to detail.
- Paralegal diploma preferred. Demonstrated experience may be substituted for educational requirement.
- Media experience, especially in content licensing, is a strong asset.
- P1 Law Society License an asset.
- 3-5 years of general corporate experience, preferably in an in-house legal department or law firm or business affairs department of a media organization.
- Strong organizational skills and ability to prioritize multiple tasks seamlessly with a strong attention to detail.
- Must be flexible and have ability to adapt and manage changing priorities.
- Must be able to work independently and with little to no supervision.

- Demonstrated flexibility and have the ability to adapt and manage changing priorities.
- Proficiency in the use Microsoft Office Software including Word, Excel, Power Point and Outlook required.

## Company Overview:

Anthem Sports & Entertainment's mission is to create and distribute content, serving passionate communities across multiple platforms. We aim to provide a great life and work experience for our employees, while giving our customers an engaging and stimulating way to enjoy their passions and rewarding our shareholders with a superior return on their investment.

Anthem's current portfolio includes AXS TV, HDNet Movies, Gravitass Ventures, Fight Network, Impact Wrestling, Invicta FC, GameTV, Game+ and a significant ownership stake in the Pursuit Channel.

We are committed to providing an inclusive, accessible environment, where all employees feel valued and respected. We are dedicated to building a workforce that reflects the diversity of the communities we operate in.

Anthem would like to thank all applicants, however only those applicants that qualify for an interview will be contacted.

## How to Apply

Please send resumes to [humanresources@axs.tv](mailto:humanresources@axs.tv), please note the job title in the subject line.



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