

JOB POSTING

Company: Harlequin Enterprises ULC
Date: November 18, 2020
Job Title: Contracts Administrator
Department: Legal
Reporting To: Manager, Contracts Administration
Status: Regular Full Time
Location: 22 Adelaide Street West, Toronto (Currently working remotely but will need to commute to the office when it reopens)

Job Summary:

The Contracts Administrator is primarily responsible for negotiating, drafting, and vetting editorial acquisition contracts for both series and trade imprints, as well as supporting Harlequin's global editorial team and author community with payments, contractual and royalty queries, information and issue resolution.

Duties and Responsibilities:

- Utilizing excellent interpersonal skills and business acumen, collaborate, advise and partner with the global Editorial team to process, draft and negotiate acquisition contracts.
- Draft appropriate agreements using precedents, under the guidance and direction of legal staff and negotiate terms and conditions, as necessary with agents and/or authors in collaboration with Editorial partners.
- Responsible for input and management of contracts in proprietary rights management database.
- Prepare, draft, negotiate, process and administer amendments and various other secondary documentation (i.e. reversions, amendments, terminations).
- Exercise diplomacy and tact in dealing with authors, including receiving, managing and researching author queries regarding royalty payments and royalty statements.
- Process rights reversion queries from authors/agents and process reversion documentation, as necessary through the proprietary rights management database.
- Working with Senior Counsel, process and administer U.S. copyright terminations.
- Collaborate with internal teams, including Contracts Administration, Legal, and Editorial on process management, continuous improvement and efficiency.
- Other tasks, as requested.

Qualifications:

The ideal candidate has:

- A Bachelor's degree or equivalent, ideally in business or an arts/media related discipline
- A minimum of 3 years professional-level experience in publishing, media, legal or similar medium
- Experience with contracts and good understanding of legal principles and terminology a must; background in rights management an asset
- Excellent negotiation skills and good judgment
- Excellent oral and written English communication skills

- Ability to use Microsoft Word, Excel, and Powerpoint, and an ability to quickly and confidently learn new computer systems and applications
- Highly developed organizational, analytical and problem-solving skills
- Excellent work ethic
- Is a motivated self-started who works well individually and on a team
- Can prioritize, handle multiple tasks, and tolerate ambiguity
- Is confident and intelligent
- Is outgoing and has excellent interpersonal skills to engage both internal and external stakeholders in a positive manner
- Lives by the company's Guiding Behaviours

What's In It For You?

- The opportunity to be part of a company on the leading edge of publishing, working with a very talented team and exceptional books
- Remote work, flexible start/stop times
- Paid time off days and vacation allotment starting at 3 weeks
- Flexible benefit plans to fit your needs and pension matching
- Various virtual social activities to keep you connected – we love trivia!
- Virtual author events and access to discounted books
- Working with passionate people!

About HarperCollins Canada and Harlequin

Harlequin is a leading publisher of commercial fiction and narrative nonfiction. We publish more than 100 titles a month that reach audiences globally. Encompassing highly recognizable imprints that span a broad number of genres, we are home to many award-winning New York Times and USA TODAY bestselling authors. Harlequin is a division of **HarperCollins Publishers**, the second-largest consumer book publisher in the world. Through HarperCollins's global publishing program, Harlequin titles are published in 17 countries and 16 languages.

Known worldwide for the quality of its list, **HarperCollins Canada** is the proud home of many bestselling and award-winning authors, including Esi Edugyan, Heather O'Neill, and Lawrence Hill. It is our vision to publish the best books of our generation and to work with authors over the length and breadth of their careers. Our authors are at the centre of everything we do. In addition to the Canadian publishing program, HarperCollins Canada is responsible for the sales, marketing, and publicity of HarperCollins titles from around the globe.

Interested, qualified applicants are asked to apply on our website (<https://careers.hcc-hqn.com/>).
by **December 2, 2020**.

HarperCollins Canada and Harlequin are **Equal Opportunity Employers** committed to equal employment opportunities. Employment decisions are based on job requirements and the skills, knowledge, and experience of the candidate, regardless of any other factors unrelated to job performance.

We are also committed to ensuring that the **accessibility** needs of candidates and employees are considered and accommodated during the recruitment process.

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.

