



## JOB DESCRIPTION

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**POSITION :** Senior Solicitor

**RESPONSIBLE TO:** Principal Solicitor (**Responsible Persons**) and Head of Innovation, Growth and Engagement (HIGE)

**SALARY RANGE:** \$135,000 per annum (+ salary packaging + superannuation)

**LOCATION:** Sydney (remote working considered for the right candidate)

## STATEMENT OF DUTIES

### Prerequisites

- Hold, or be eligible to hold, a current unrestricted practicing certificate in NSW (or State/Territory in which they live).
- Commercial experience in intellectual property law, including copyright, drafting and contracts/commercial law.

### Purpose

Responsible for the day-to-day provision of legal advice and related services to Australia's artists and creative communities with particular emphasis on the delivery of the Arts Law Social Enterprise and fee for service work.

### 1. Legal Practice

- 1.1 Review, amend and draft contracts and/or policies for a variety of clients including government, for profit and not for profit entities including for art projects, the creation and use of copyright, collaborations and commissions.
- 1.2 Develop drafting capability of Arts Law's small legal team to enhance the delivery of our social enterprise.
- 1.3 Provide legal advice to individual artists, arts organisations (including Aboriginal and Torres Strait Islander artists and arts organisations) with arts related legal problems. This advice covers a wide range of legal areas including copyright, contracts, debt, business structuring, and ranges from high level general advice to strategic, commercial and/or contractual review and drafting assistance. This includes delivery of the Artists in the

Black service for Aboriginal or Torres Strait Islander artists, including outreach to draft wills for Aboriginal & Torres Strait Islander artists.

1.4 Supervise other lawyers in the delivery of the Social Enterprise advice.

## **2. Education and professional development**

Participate in Arts Law's professional development program for creators, arts workers, Indigenous artists and other stakeholders in areas of law relevant to practicing artists and arts organisations, including contracts, copyright, defamation, employment, governance and business structures.

Delivery includes interstate, regional and remote travel.

## **3. Publications and website**

Assist with development of professional and self-help materials including information sheets, checklists and guides. Draft or review contract templates for use by Australia's creative communities as directed.

## **4. Advocacy on Law and Policy Reform**

Contribute to the law and policy reform work of Arts Law, including participation in the Arts Law's advocacy committee and the development of an advocacy plan.

Prepare submissions and participate in other law and policy reform strategies as directed by the CEO.

## **5. Administration and other duties**

Do your own administration (including file notes, use of Salesforce, Microsoft Office and Outlook calendar) and attend Board and staff meetings as required. Carry out other duties as may reasonably be required.

## SELECTION CRITERIA

### SENIOR SOLICITOR

#### Essential

1. Hold or be eligible to hold an unrestricted practising certificate in New South Wales.
2. 7+ years post-admission experience in intellectual property (copyright) and contracts/commercial law in a commercial, local government, inhouse environment or private practice.
3. Well-developed management and organisational skills.
4. Diverse legal drafting skills including the preparation of contracts relating to the creation or use of intellectual property.
5. Demonstrated experience in providing strategic, relevant legal advice to creators and/or arts organisations and/or small to medium businesses.
6. Excellent verbal and written communication skills, in particular, the ability to explain complex legal issues to individuals and groups with a predominantly non-legal background.
7. Skillful management of short, medium and long term legal projects/tasks, for example, balancing day to day advice files with medium term drafting tasks.
8. Well-developed organisational and administrative skills including own file management and being administratively autonomous.
9. Demonstrated ability to work effectively in a small office team.

#### Desirable

1. Experience in working with Aboriginal or Torres Strait Islander people and communities.
2. Experience in providing tertiary or community legal education.
3. Ability to travel on a semi-regular basis.