



Job title	Legal
Location	Bangalore
Openings	2

About us ITW Consulting Private Limited (ITW) specializes in crafting and executing multi-faceted brand management solution across sports, entertainment, and media for its clients globally which helps them to build stronger brand visibility, awareness, and recall amongst a wider target audience. We are a consulting firm engaged in sports consulting, sports marketing, sponsorships, events, content production and syndication, talent management, public relations and digital marketing. As part of its business activities, ITW carries on the acquisition, buying, selling, procuring, sponsoring, commissioning, production, advertising and marketing of sports programmes, entertainment events and concerts, software for their exhibition, distribution and dissemination on TV channels. It also carries out activities associated with management of celebrity talent, production and execution of large public events, as well as PR activities. Please visit our website if you need any further information - <https://www.itwglobal.com>

Key responsibilities:

- Drafting, vetting, reviewing, various agreements like On-Ground advertisement agreements, Endorsement agreements, PR agreements, Celebrity management agreements, Media rights agreement, Service agreements, Music director agreement, Lyricist agreement, Singer agreements, Shareholder agreements, MOUs, NDAs, amendments, term sheets and other legal documents;
- Research and evaluate different risk factors regarding business decisions and operations, including carrying out due diligence on vendors and customers;
- Communicate and negotiate with external parties;
- Draft, negotiate and finalize for execution agreements, contracts and other legal documents to ensure the company's full legal rights;
- Assist the organization in conjunction with the finance team to ensure conformity by vendors of the terms of the agreements, including the fulfilment of their payment obligations, on a timely basis. Perform other assigned tasks and duties necessary to support the Accounts Receivable Department;
- Filing applications for intellectual property protection, and do such other acts necessary to secure registration of such intellectual property;
- Address queries of the business and finance teams related to the law and agreements, as and when required;
- Analysing and summarizing various Request for Proposals (RFPs), Invitations To Tender (ITT), managing end to end documentation with regards to RFPs / ITTs, and ensuring that the responses to RFPs/ITTs are submitted in a timely manner;



- Working in close co-ordination with external legal counsels for litigation matters, technical, HR, Admin, Finance, Procurement and other departments;
- Draft legal notices/responses etc. from time to time; and
- Drafting policies and advising the organization on compliance with applicable laws;
- Handling general administrative duties including contract bundling, filing, letters etc.

Essential skills, experience and education:

- Excellent drafting (pleadings, legal notices, suits etc.) and research skills;
- The candidate must be located in Karnataka or Bengaluru;
- Must have proficiency in reading, writing, and speaking Kannada;
- Minimum 1-3 year of litigation experience (civil and criminal) across all courts;
- Law degree from a recognized university;
- Flexible and willingness to put in extra hours depending on the workload;
- Relevant industry experience of 3-6 year from media/sports/entertainment; environment desirable. Freshers can also apply;
- Good understanding of Contract laws, Companies Act, Criminal and Civil laws, Intellectual Property Laws, tenders and bid documents;
- Excellent written and oral communication;
- Pleasing personality, patience, and organizational skills;
- Excellent interpersonal skills & never give up attitude, including ability to work effectively within a team and a fast-paced dynamic business environment;
- Ability to handle pressure at work and being able to multi-task.
- Willingness to travel; and
- Desire to gain knowledge in new fields and gain new skills.