



**Position Title:** Participation Analyst

**Location:** Santa Monica, CA

**Reporting To:** Manager, Participations & Residuals

### **Summary**

Responsible for preparing Participation statements on Film and TV product. This position is TEMPORARY to possible permanent.

### **Responsibilities**

- Prepare participation statements according to agreements.
- Analyze and prepare abstracts for various deals.
- Update existing participation statements.
- Analyze incoming data from sub distributors.
- Maintain contract files. Properly understand contracts with support of legal department and ensure that all specifics of the contract are set up on the statements according to the contract terms.
- Prepare schedules using pivot tables to manipulate data.
- Research and respond to audit and participant queries in a professional manner.
- Various projects as assigned.

### **Qualifications**

- Bachelor's Degree or equivalent in accounting, finance, business administration or similar degree, along with a minimum of 2 years experience in participation statement preparation.
- Knowledge of Distribution practices as it relates to the film industry.
- Prior experience and ability to read and understand abstract legal agreements and third party talent contracts.
- Proficient computer skills – strong Microsoft Excel skills including Access, Pivot tables and Macros along with the ability to quickly learn new systems.
- Individual must be able to work well independently and take ownership of projects.
- Ability to write clear and concise reports and communicate in a concise and prompt manner.
- Ability to multi-task while meeting numerous deadlines.
- Strong work ethic
- Knowledge of residuals helpful.

### **To Apply**

- Please send resume & cover letter to [careers@miramax.com](mailto:careers@miramax.com)
- Subject line: "Participation Analyst"