



Opening Date: 12/27/19  
Closing Date: Open Until Filled

## **Vacancy Announcement #16-20 Associate General Counsel**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **EVENTS DC**

#### **Engage, Excite, Entertain.**

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

### **SUMMARY DESCRIPTION**

The Associate General Counsel is a highly trained and skilled attorney with the responsibility for assisting the General Counsel with a variety of legal, corporate and legislative affairs affecting Events DC. The Associate General Counsel reports directly to the General Counsel, and work is performed under the direction and supervision of the General Counsel and/or Deputy General Counsel.

### **EXAMPLES OF WORK ASSIGNED**

The following is intended only as an illustration of the work that may be performed. The omission of a specific task does not exclude it from the position if the work is similar, related or a logical assignment.

- Drafts, reviews and negotiates a variety of transactional documents, including facility licenses, sponsorship agreements, marketing agreements, vendor agreements, procurement documents, grant agreements, MOUs, and sports and entertainment-related agreements.
- Conducts research and analysis; interprets statutes, regulations and caselaw; prepares legal memoranda, letters or reports, and provides advice and counsel as requested.
- Investigates property and casualty claims by or against Events DC.
- Assists with litigation and administrative practice.
- Ensures that Events DC complies with applicable laws.
- Supervises staff attorney(s).
- Performs a variety of related tasks and duties as assigned.

## SKILLS, KNOWLEDGE AND ABILITIES

- Familiarity with District and Federal government agencies.
- Advanced legal research skills, including the use of library-based and electronic research solutions (e.g., LEXIS and Westlaw).
- Proficiency in Microsoft Office Suite.
- Superior writing skills and ability to prepare sound, concise, and legally sustainable agreements.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Excellent evaluation, analytical, and problem-solving skills.
- Ability to work well under pressure and meet deadlines.
- Ability to exercise sound, independent judgment and discretion.
- Ability to prioritize tasks and perform with minimal supervision.
- Ability to operate in organized manner and to develop and maintain accurate records.

## CORE COMPETENCIES (MANAGER & DIRECTOR STAFF)

- Leadership
- Human Capital
- Strategic Thinking
- Operational Effectiveness
- Financial and Expense Management

## ADA ESSENTIAL FUNCTIONS

- Ability to read instructions, directions, letters, memos and other written materials.
- Ability to converse orally and utilize standard telephones and mobile devices to receive and communicate information with staff and customers.

## MINIMUM QUALIFICATIONS

- Juris Doctor from an accredited law school and admitted to the Bar of the District of Columbia (or if not currently admitted, expected to obtain admission within 12 months from date of hire).
- At least seven years' experience, preferably with at least three years as in-house counsel
- Experience in corporate law, public assembly/hospitality industry law, sports and entertainment law, municipal law, and/or legislative affairs preferred.

## REQUIREMENT

- All positions require candidates to successfully complete our background screening process

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW  
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.  
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**