

Project Worldwide, Inc. Legal Department

Office Location: Auburn Hills, Michigan

ABOUT PROJECT WORLDWIDE, INC.

Project Worldwide is an employee owned company, headquartered in Michigan, that is the parent company to thirteen advertising and marketing agencies, located in seventeen different countries. Our agencies represent major brands in the auto, technology, food & beverage and entertainment industries, everyone from Honda to Pepsi and Google to Capcom.

ABOUT THE LEGAL DEPARTMENT

The Project Worldwide Legal Department provides the primary legal support to the agencies, handling matters in-house where we have the expertise and supervising outside counsel where we do not. We handle a wide range of matters, including transactional contract review, human resources, M&A and advertising clearance.

- We negotiate contracts between our agencies and their clients, and between the agencies and the subcontractors/vendors they work with to deliver the services contracted.
- We supervise and assist outside counsel in the handling of litigation matters involving employment claims, tort claims and commercial matters.
- We provide advice to the human resources departments that support our agencies on all types of employee matters.
- We review copy, images, marks and other items that appear in creative works from a trademark and copyright perspective.
- We supervise outside counsel in the U.S. and other countries as we acquire existing agencies to expand our network.
- We provide support to our agencies in corporate governance matters and governmental agency filings.

WORK AN EXTERN MAY DO

With a variety of issues facing a business in our industry, an extern working with us would have the opportunity to be exposed to different areas of interest, all within the same week. For example, depending on the current workload, an extern working with us may:

- Assist with reviewing and drafting of contracts.
- Assist litigation counsel with the review of responses to discovery requests and internal investigation of information related to a matter that is the subject of a lawsuit.
- Handle research projects concerning issues that impact our agencies.
- Assist with due diligence or document review if the company is actively involved in an acquisition transaction.
- Assist with advertising review of creative materials.

- Prepare resolutions, corporate minutes and governmental agency filings, such as assumed names and articles of incorporation.

We strive to help the externs that work with us feel they received valuable experience to further their career goals and education. We are able to give an extern the opportunity to help assess and manage legal risks in a practical way. We are a small department and will involve the extern in as many areas that interest them. This experience will be enriched by an extern who is willing to try many different areas, so as to see how attorneys in an in-house legal department need to wear many hats throughout the day.

PREFERRED QUALIFICATIONS/REQUIREMENTS

We prefer third-year law students who have had experience at a law firm or legal department and can work independently, as needed. Good writing and communication skills are important, as they will interact with our internal agency clients.