

161 N. Clark St. Suite 4200,  
Chicago, IL 60601

## JOB OPENING FOR LEGAL SERVICES DIRECTOR

Lawyers for the Creative Arts seeks to hire an individual to manage LCA's core program, Legal Services. The foundation of all our work, LCA's Legal Services program responds to applications by individual artists and managers of arts organizations for pro bono legal representation on an extensive range of legal issues. With assistance from law school interns and full-time staff, the LSD manages a one-on-one process of intake and referral to lawyers at many of the City's largest law firms.

The LSD will also apply their legal background in providing in-house, largely brief legal services to applicants, and will strategize with other legal and professional staff to shape LCA's legal and educational programs to best serve our arts communities.

The position is open as of April 24, 2025, and we are now accepting applications and scheduling interviews. Applications will be accepted until position is filled. Send letter of introduction and CV with references to [apply@law-arts.org](mailto:apply@law-arts.org), reference "LS Director Position".

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### Background of Lawyers for the Creative Arts

LCA is the brainchild of a group of attorneys devoted to legal services and passionate about the arts. In 1972, they recognized that artists and arts managers lacked access to pro bono legal services in the specialized areas of arts law. The mission in 1972 is still our mission today: to "nourish the creative spirit" by enlisting the voluntary support of legal and business professions in providing quality, free legal assistance and other support programs for artists and arts organizations across the State of Illinois. We believe, and our history proves, that this support helps to strengthen and sustain arts businesses so they can contribute to our vibrant and world class culture.

Over the years, LCA has grown significantly, now handling 900+ legal applications, presenting 90+ educational programs, and hosting free CLE programs for legal professionals. We are especially proud of our assistance during crises in the arts – the most recent example being our Covid-related programs. Our programs have garnered awards and praise from other arts organizations, trade journals, and foundations.

### Specific Programs and Services

For more than 50 years, our core **Legal Services** program has successfully responded to a constant flow of applications by artists and arts managers seeking pro bono legal representation. We provide some counseling in-house, but through our online Case List we refer most clients to volunteer attorneys practicing at many of the largest law firms in the State. Our clients come to us with legal issues covering all areas of traditional Arts Law, and we also handle business law matters such as general contract, landlord tenant, nonprofit, employment and unemployment, and more. See our website for additional information. ([law-arts.org/application](http://law-arts.org/application))



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312-649-4111



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Our **LawSmarts Programs** supplement our free legal services by providing seminars, clinics, and workshops on a large range of subjects needed by those in the arts. (See our website at: [law-arts.org/seminars](http://law-arts.org/seminars)). In 2024, we presented LawSmarts programs to over 3,000 individual artists and managers of arts organizations.

**LCA's Video Law Library** is a corollary of our LawSmarts programs, except these programs focus on attorneys. The 26 videos in the VLL are a resource for attorneys who want to represent arts clients, but lack experience in the more specialized legal issues in the arts. These highly focused tutorials are CLE-accredited and are offered free to all.

**Staff Structure.** In addition to the ED, LCA's staff consists of full-time directors of Legal Services, Programs, and Operations as well as part-time Program Consultant and Community Outreach Coordinator.

**Other Support Activities.** LCA is financially supported by lawyers, other arts enthusiasts, law firms, foundations, and State and local governmental agencies. Our Governing Board consists of 28 directors and an Honors Council of 18 members. We encourage newer lawyers to become active with LCA through our Associates Board that numbers 57 members. We present a popular Benefit Luncheon in the Fall, which both celebrates the arts and solicits sponsorships amounting to more than one-third of our budget.

### Job Responsibilities

The Legal Services Director is a key member of LCA's leadership team and oversees the organization's most direct and individualized service: the delivery of pro bono legal assistance to artists and arts organizations. This role requires a balance of legal expertise, program coordination, and relationship-building within the legal and arts communities.

#### Primary responsibilities include:

- Manage the delivery of Legal Services to LCA clients seeking our legal help,
- Train and work with our law school interns in their communications with LCA clients and acquire the necessary knowledge to utilize our Sales Force driven IT system,
- Work with pro bono coordinators in major Chicago law firms, as well as individual volunteer attorneys at those firms, in placing individual Case List matters with appropriate pro bono counsel,
- Maintain and expand LCA's Video Law Library of video tutorials focusing on the often highly specialized areas of Arts Law helpful to attorneys representing LCA clients,
- Collaborate with the Director of Programs to develop CLE offerings and other professional education initiatives,



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- Contribute to the improvement of our Sales Force case management systems and database tracking, in collaboration with the Director of Operations,
- Cultivate relationships with law firms, legal service providers, bar associations, in-house council, and law schools to promote pro bono engagement,
- Run LCA's Office Hours program to provide 15-minute telephone consultations on legal inquiries amenable to brief service, and
- Participate as appropriate in LCA's LawSmarts clinics, seminars, and workshops.

### **Job Requirements of Legal Service Director**

We seek an individual with the ability to rapidly become a colleague in a small, but highly productive staff who value new ideas and share a willingness to assist each other in pursuing common goals. We believe that value transparency and collegiality are essential to an enjoyable work environment and to achieving the best results for our arts community.

While we have some flexibility in the job requirements, we regard the following as essential, or nearly so:

- Legal employment of at least five years post-law school, including some experience in intellectual property, non-profit, general corporate law,
- 2+ years of legal supervisory experience and program administration preferred,
- Team player with excellent organizational, networking, and relationship-building skills;
- Passion for, or at least strong interest in, the arts. Artistic ability is not necessary,
- Background of volunteering in the arts, nonprofit, or other social causes,
- Skill in engaging with individuals from diverse economic, professional and cultural backgrounds, and
- Excellent verbal communication skills with the ability to tell our story across a wide range of stakeholders and constituencies.

**Starting salary is >\$85,000 and is otherwise based on qualifications and experience. Compensation includes 401(k), 50% of health insurance premiums, and PTO and vacation benefits comparable to that offered by similar organizations.**

*LCA is an Equal Opportunity Employer. We value candidates with lived experience in the communities we serve. We welcome all applicants regardless of race, color, ancestry, national origin, gender identity, sexual orientation, religion, age, disability, or other identity factors.*



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