



job openings

For all attorney positions,
please submit resume,
transcripts and writing
sample to recruits@msk.com

For all staff positions,
please submit resume and
cover letter
staffrecruits@msk.com

attorney openings - los angeles

Corporate Associate (mid-level)

We are seeking a motivated attorney with **5–6 years of experience** at a top-tier law firm, with a focus on capital markets, securities matters, and mergers and acquisitions.

The ideal candidate will bring strong analytical, drafting, and organizational skills to a collaborative environment and will have the opportunity to work closely with senior attorneys on public company matters and sophisticated transactions. At our firm, we are more than just legal professionals—we are a team of dedicated advocates committed to delivering practical, high-quality solutions for our clients.

The ideal candidate will have substantial experience representing public companies in Exchange Act reporting, disclosure, and corporate governance matters, including annual and quarterly reports, proxy statements, and Forms 8-K, as well as advising on Section 16 and Regulation FD compliance. Candidates should also have meaningful experience representing issuers and underwriters/placement agents in registered public offerings and private securities transactions, including equity and debt offerings. Experience advising late-stage private companies in private financings and IPO preparation is preferred.

In addition, candidates should have meaningful M&A experience, including drafting and negotiating principal transaction documents, conducting and organizing due diligence, and supporting related disclosure and governance matters.

Strong drafting skills, sound judgment, attention to detail, and the ability to manage significant portions of transactions with increasing independence are essential. We are looking for attorneys who are collaborative, responsive, and personable, and who thrive in a collegial, team-oriented environment.

Active California or New York bar membership is required.

At MSK, we value your contributions and offer competitive compensation packages, including merit bonuses and billable hours credit for pro bono work and business development, all while working in a hybrid environment. If you're ready to take your career to the next level with a growing and collaborative firm, we encourage you to



apply.

Salary range: \$297,000-317,500. Compensation is based on experience, skill, and knowledge.

Labor and Employment Associate

Join Our Dynamic Labor & Employment Team in Los Angeles!

Are you ready to take your career to the next level? Mitchell Silberberg & Knupp LLP seeks a talented 3rd year to senior level Labor and Employment Associate to join our thriving Los Angeles office.

Why Join Us?

- Collaborative and Experienced Team – Work alongside and receive mentorship from over 20 dedicated Labor & Employment attorneys.
- Diverse and Engaging Cases – Get hands-on experience with a wide range of matters, from traditional labor and wage & hour class actions to PAGA lawsuits and employment litigation.
- Client-Facing Opportunities – Play an active role in advising clients on day-to-day employment issues.

What We're Looking For:

- Strong analytical and writing skills.
- Solid experience managing employment litigation (single-plaintiff and class actions).
- A proactive approach to advising clients on employment matters.
- Outstanding academic credentials and a passion for employment law.

What you can look forward to?

- Competitive Compensation: Salary range of \$232,500 - \$350,000 (based on experience, skills, and knowledge).
- Career Growth: Expand your knowledge and refine your skills through challenging, meaningful work in a highly respected firm.

If you're ready to grow with a firm that values your expertise and fosters your success, we'd love to hear from you!

Litigation Associate



Join our dynamic team in Los Angeles as a Litigation Associate! Are you a litigator with 2-3 years of experience and a California law license? We want you to bring your exceptional analytical and writing skills to our collaborative environment. Video game industry experience is a plus.

Our Litigation Department handles cutting-edge and high-profile matters across a range of industries, with a particular focus on intellectual property and entertainment disputes. We represent major players in the video game, film, television, and music industries, as well as a broad range of other leading companies in complex commercial, class action, and other business litigation.

This position offers the opportunity to work on some of the most significant IP and entertainment cases in the country, while also gaining experience across a diverse litigation practice.

At MSK, we value your contributions and offer competitive compensation packages, including merit bonuses and billable hours credit for pro bono work and business development.

If you're ready to take your career to the next level with a growing and collaborative firm, we encourage you to apply. Join us and unlock your potential!

Salary range: \$215,000-232,500. Compensation commensurate with experience, skill, and knowledge.

EOE

MSK offers a competitive compensation and benefits package. If you are looking for an opportunity with a growing, collaborative firm, please apply to recruits@msk.com.

attorney openings - new york

Corporate Associate (mid-level)

We are seeking a motivated attorney with **5–6 years of experience** at a top-tier law firm, with a focus on capital markets, securities matters, and mergers and acquisitions.

The ideal candidate will bring strong analytical, drafting, and organizational skills to a collaborative environment and will have the opportunity to work closely with senior attorneys on public company matters and sophisticated transactions. At our firm, we are more than just legal professionals—we are a team of dedicated advocates committed to delivering practical, high-quality solutions for our clients.

The ideal candidate will have substantial experience representing public companies in Exchange Act reporting, disclosure, and corporate governance matters, including annual and quarterly reports, proxy statements, and Forms 8-K, as well as advising on Section 16 and Regulation FD compliance. Candidates should also have meaningful experience representing issuers and underwriters/placement agents in registered public offerings and private securities transactions, including equity and debt offerings. Experience advising late-stage private



companies in private financings and IPO preparation is preferred.

In addition, candidates should have meaningful M&A experience, including drafting and negotiating principal transaction documents, conducting and organizing due diligence, and supporting related disclosure and governance matters.

Strong drafting skills, sound judgment, attention to detail, and the ability to manage significant portions of transactions with increasing independence are essential. We are looking for attorneys who are collaborative, responsive, and personable, and who thrive in a collegial, team-oriented environment.

Active California or New York bar membership is required.

At MSK, we value your contributions and offer competitive compensation packages, including merit bonuses and billable hours credit for pro bono work and business development, all while working in a hybrid environment. If you're ready to take your career to the next level with a growing and collaborative firm, we encourage you to apply.

Salary range: \$297,000-317,500. Compensation is based on experience, skill, and knowledge.

Litigation Associate

Join our dynamic team in New York as a Litigation Associate! Are you a litigator with 3-4 years of experience and a New York law license? We want you to bring your exceptional analytical and writing skills to our collaborative environment.

At our firm, we're more than just legal professionals – we're passionate advocates dedicated to achieving the best outcomes for our clients. As part of our close-knit litigation team, you'll have the opportunity to immerse yourself in our renowned IP litigation practice, recognized by industry leaders such as Chambers, Billboard, Variety, and World Trademark Review. Additionally, you'll engage in stimulating general commercial litigation, focusing on cutting-edge industries like media, entertainment, technology, and video games.

This role isn't just about clocking hours – it's about taking ownership. You'll be entrusted with significant responsibility on cases, providing you with hands-on experience in strategy development, motion arguments, deposition taking, and direct client advising.

At MSK, we value your contributions and offer competitive compensation packages, including merit bonuses and billable hours credit for pro bono work and business development.

If you're ready to take your career to the next level with a growing and collaborative firm, we encourage you to apply. Join us and unlock your potential!

Salary range: \$232,500-262,500. Compensation commensurate with experience, skill, and knowledge.



EOE

MSK offers a competitive compensation and benefits package. If you are looking for an opportunity with a growing, collaborative firm, please apply to recruits@msk.com.

attorney openings - washington, dc

Mid-Level Litigation Associate

Join our dynamic team in Washington, D.C. as a Litigation Associate! Are you a litigator with 3-5 years of experience and a D.C., Maryland, or Virginia law license? We want you to bring your exceptional analytical and writing skills to our collaborative environment.

We are seeking a mid-level Litigation Associate for MSK's Washington, D.C. office. The ideal candidate will bring strong analytical, drafting, and organizational skills, and have litigation experience. Experience in copyright and trademark law, copyright statutory licenses, consumer protection, privacy compliance, or international disputes is a plus, but not required. This position offers the opportunity to work on significant cases and gain experience across a diverse litigation practice.

At our firm, we are more than just legal professionals – we are passionate advocates dedicated to achieving the best outcomes for our clients. Our Litigation Department handles cutting-edge and high-profile matters across a range of industries. We represent major players in the video game, film, television, recording and music publishing industries, as well as a broad range of other leading companies in complex commercial, class action defense, and other business litigation.

At MSK, we value your contributions and offer competitive compensation packages, including merit bonuses and billable hours credit for pro bono work and business development. If you are ready to take your career to the next level with a growing and collaborative firm, we encourage you to apply. Join us and unlock your potential!

Salary range: \$232,500-297,500. Compensation commensurate with experience, skill, and knowledge.

EOE

MSK offers a competitive compensation and benefits package. If you are looking for an opportunity with a growing, collaborative firm, please apply to recruits@msk.com.

staff opportunities - los angeles

Accounting Coordinator (AR)



Mitchell Silberberg & Knupp, a mid-sized law firm with offices in Los Angeles, New York City, and Washington D.C., is seeking an Accounting Coordinator to complement our accounting team. We are searching for a candidate in the Los Angeles, Washington D.C., Austin, Nashville, or surrounding areas.

The Accounting Coordinator performs accounting duties as assigned and under the supervision and guidance of the Assistant Controller, Accounting Supervisor, and Billing Manager, with direct report to the Controller. The Accounting Coordinator is expected to provide outstanding service to the firm's attorneys, clients and others within the firm. The Accounting Coordinator will have overall responsibility of accounts receivable and related journal entries, GL account reconciliations, cash management & control. This is a high volume, value-added desk within a deadline driven environment.

The expected annualized base salary range for this position is \$40,000 to \$70,000. Actual pay will be adjusted based on experience and other job-related factors permitted by law. Geographic differentials apply, with California markets aligning with the higher end of the range. Other locations will be considered, and an appropriate salary range for those markets will apply.

Duties:

- Management and reporting of Cash Receipts under related internal controls, including but not limited to, posting daily cash receipts, various adjustments, write-offs, reversals, refunds, and ledger reconciliations. The Accounting Coordinator is expected to perform the various duties in a timely manner when instructed.
- Daily Cash Receipts Recording and Reporting: Incoming cash can be applied to client accounts or specific firm general ledger accounts. More often than not, the Accounting Coordinator will get direction from the payment remittances, the Billing team, or other Accounting staff, but must also be prepared to do research or look up historical records for guidance. After recording, posting, and reconciling the daily incoming receipts, this role is expected to send out daily reporting to the partnership using an internal template.
- Management and reporting of Cash Receipts to the trust account, including but not limited to, summarizing trust transactions daily for transfer, preparing interbank trust balance transfers, processing trust adjustments and returns.
- Maintain a banking relationship to facilitate processing of cash receipts, electronic transfers, banking inquiries, and ledger reconciliations.
- Record Keeping: Due to the sensitive nature of the role, the Accounting Coordinator is expected to file and keep detailed records via various software for control and auditing purposes. Records include, but are not limited to, necessary emails from clients/attorneys/colleagues, payments remittances, posting reports, write-off/adjustment reports, credit card receipts, and banking files.
- Maintain a high level of responsibility and trust due to cash functions.
- Assist with GL Reconciliations by verifying and posting daily/monthly account transactions accurately and completely. Incoming cash must be posted daily with any variances noted and reconciled.



- Other financial duties/projects as directed.

Qualifications:

- Position requires outstanding written and verbal communications skills, excellent organizational skills and the ability to strategize, multi-task and prioritize.
- Must have the ability to effectively communicate with attorneys and clients, have excellent attention to detail, and the ability to work well under pressure.
- Must be comfortable and able to adapt to new software/technology as the role relies heavily on it to process receipts.
- Ideal candidate has an exemplary customer service mindset, is highly motivated, and enjoys a team-oriented atmosphere.
- Has a basic understanding of bank reconciliations.
- Must be able to pass a detailed background and credit check.

Education/Experience:

- The ideal candidate has a Bachelor's Degree in Accounting, Finance, or Economics, or equivalent work experience.
- Must be a moderate user in Excel, including formula creation and VLookups.
- Must possess a high degree of accuracy and attention to detail.

The Firm offers a competitive salary, attractive benefits, and a pleasant and supportive environment.

EOE

www.msk.com

Please submit resume to staffrecruits@msk.com.

Senior Legal Secretary – Litigation

Mitchell Silberberg & Knupp, a mid-sized law firm with offices in Los Angeles, New York City, and Washington D.C., is seeking a Senior Legal Secretary to join our team in Los Angeles.

We are looking for a Senior Legal Secretary with experience in traditional litigation, labor & employment, commercial litigation, and/or intellectual property. The position will entail supporting approximately 4 - 5 busy Attorneys. The Firm offers competitive compensation; 401K; medical, vision and dental coverage; life insurance; flexible spending accounts and more. This is a wonderful position for a person seeking an opportunity with a



well-respected firm.

The expected annualized base salary range for this position is \$90,000 to \$110,000. Actual pay will be adjusted based on experience and other job-related factors permitted by law.

Duties of the position include but are not limited to:

- Create and edit drafts of documents such as correspondence, pleadings, discovery demands and responses, requests for production, subpoenas, deposition notices, and other legal documents.
- Prepare final versions of documents: format Microsoft Word documents, create tables of contents and tables of authorities, proofread, etc.
- Handle electronic filings with state and federal courts; handle agency filings/submissions; and retrieval of electronically filed documents.
- Assist in preparation for depositions, court hearings, and trials.
- Manage and organize attorneys' emails in Outlook and save them in a document management system.
- Enter attorneys' time on a daily basis.
- Arrange meetings and travel, schedule appointments, and maintain contacts and calendars.
- Process expense reimbursements and process invoices
- Knowledge of court rules and filing procedures, including determining requirements for filing for in varying jurisdictions.
- Communicate by phone/email with clients, court personnel and other legal professionals.
- Prepare court filings using Adobe PDF to assemble pleadings and exhibits, including bookmarking and OCRing.
- Support other litigation secretaries with filings, deposition preparation, and case management.
- Assist other departments and legal secretaries with overflow work.

Other qualifications:

- Undergraduate degree is preferred.
- A minimum of 10 years of legal secretarial experience is preferred.
- Proficiency in legal terminology and procedures.



- Satisfaction working both independently and collaboratively with teams of varying work styles.
- Strong work ethic with ability to produce high-quality work in a consistent and reliable manner.
- Ability to effectively multi-task in a fast-paced work environment, including juggling multiple projects and demands, meeting deadlines, and ensuring accuracy and quality of all work product.
- Experience with Microsoft Office Suite (MS Word, Excel, PowerPoint and Outlook) and Adobe Acrobat.
- Experience in using technology to resolve work challenges.
- Excellent written and verbal communications skills.
- Proactive personality, positive and enthusiastic attitude, and a willingness to learn.

The Firm offers a competitive salary, attractive benefits, and a pleasant and supportive environment.

EOE

www.msk.com

Please submit resume to staffrecruits@msk.com.

BD Manager - Marketing & Business Development

Mitchell Silberberg & Knupp, a mid-sized law firm with offices in Los Angeles, New York City, and Washington D.C., is seeking a Business Development Manager to join our Marketing team.

Under the supervision of the Director of Marketing, the Business Development Manager will work closely with their assigned attorneys to develop personalized bespoke business development plans consistent with the Firm's marketing and branding initiatives. This role drives the implementation of individualized plans by coordinating with internal and external resources necessary to effectuate each attorneys' business development goals. Identifying fit, positioning, resource allocation, and prioritization of focus are among the strategic responsibilities, all designed to help each attorney grow in their career and foster a culture of business development with sustained results.

The expected annualized base salary range for this position is \$75,000 to \$110,000. Actual pay will be adjusted based on experience and other job-related factors permitted by law.

Varying Job Responsibilities & Tasks

- Conduct market/business intelligence research on existing and prospective clients and competitors to inform targeted business development efforts
- Conduct internal research to identify connections across practice groups and offices in order to facilitate cross-selling with existing clients



- Develop relationships with industry and legal trade associations to help drive local community engagement
- Manage responses to RFPs, pitches, and presentations
- Facilitate the attorneys' participation in events, conferences, seminars, sponsorship opportunities, attorney speaking engagements and client facing continuing legal education (CLE) opportunities
- Proactively generate new ideas to promote lead generation
- Manage directory and award submissions (Chambers, Legal 500, etc.)
- Coordinate with internal and external resources to facilitate various administrative tasks (providing of headshots, processing expenses, event logistics, etc.) that support the individual business development plans
- Monitor and evaluate ROI of marketing and business development initiatives, efforts and spend
- Work closely with department and outside PR firm to identify, nominate, and track local awards and related deadlines, as well as public relations efforts where applicable

Qualifications and Experience

- Bachelor's degree or higher
- 6+ years of marketing/BD experience in a law firm environment is required
- Professionalism, resilience and adaptability; stays calm under pressure
- Strategic, high energy thinker with proven ability to execute and achieve results
- Ability to manage multiple priorities and tasks with frequently changing and competing deadlines and priorities
- Collaborative and ability to work with a wide range of professionals
- Excellent project management and managerial skills
- Experience with research platforms, email marketing systems, and website software
- Some travel to firm offices and events is required

Compensation and Benefits

- The Firm offers competitive compensation; 401K; medical, vision and dental coverage; life insurance; flexible spending accounts and more.



Mitchell Silberberg & Knupp LLP

EOE

www.msk.com

Please submit your resume to staffrecruits@msk.com.

staff opportunities - new york

staff opportunities - washington, dc

Accounting Coordinator (AR)

Mitchell Silberberg & Knupp, a mid-sized law firm with offices in Los Angeles, New York City, and Washington D.C., is seeking an Accounting Coordinator to complement our accounting team. We are searching for a candidate in the Los Angeles, Washington D.C., Austin, Nashville, or surrounding areas.

The Accounting Coordinator performs accounting duties as assigned and under the supervision and guidance of the Assistant Controller, Accounting Supervisor, and Billing Manager, with direct report to the Controller. The Accounting Coordinator is expected to provide outstanding service to the firm's attorneys, clients and others within the firm. The Accounting Coordinator will have overall responsibility of accounts receivable and related journal entries, GL account reconciliations, cash management & control. This is a high volume, value-added desk within a deadline driven environment.

The expected annualized base salary range for this position is \$40,000 to \$70,000. Actual pay will be adjusted based on experience and other job-related factors permitted by law. Geographic differentials apply, with California markets aligning with the higher end of the range. Other locations will be considered, and an appropriate salary range for those markets will apply.

Duties:

- Management and reporting of Cash Receipts under related internal controls, including but not limited to, posting daily cash receipts, various adjustments, write-offs, reversals, refunds, and ledger reconciliations. The Accounting Coordinator is expected to perform the various duties in a timely manner when instructed.
- Daily Cash Receipts Recording and Reporting: Incoming cash can be applied to client accounts or specific firm general ledger accounts. More often than not, the Accounting Coordinator will get direction from the payment remittances, the Billing team, or other Accounting staff, but must also be prepared to do research or look up historical records for guidance. After recording, posting, and reconciling the daily incoming receipts, this role is expected to send out daily reporting to the partnership using an internal template.



- Management and reporting of Cash Receipts to the trust account, including but not limited to, summarizing trust transactions daily for transfer, preparing interbank trust balance transfers, processing trust adjustments and returns.
- Maintain a banking relationship to facilitate processing of cash receipts, electronic transfers, banking inquiries, and ledger reconciliations.
- Record Keeping: Due to the sensitive nature of the role, the Accounting Coordinator is expected to file and keep detailed records via various software for control and auditing purposes. Records include, but are not limited to, necessary emails from clients/attorneys/colleagues, payments remittances, posting reports, write-off/adjustment reports, credit card receipts, and banking files.
- Maintain a high level of responsibility and trust due to cash functions.
- Assist with GL Reconciliations by verifying and posting daily/monthly account transactions accurately and completely. Incoming cash must be posted daily with any variances noted and reconciled.
- Other financial duties/projects as directed.

Qualifications:

- Position requires outstanding written and verbal communications skills, excellent organizational skills and the ability to strategize, multi-task and prioritize.
- Must have the ability to effectively communicate with attorneys and clients, have excellent attention to detail, and the ability to work well under pressure.
- Must be comfortable and able to adapt to new software/technology as the role relies heavily on it to process receipts.
- Ideal candidate has an exemplary customer service mindset, is highly motivated, and enjoys a team-oriented atmosphere.
- Has a basic understanding of bank reconciliations.
- Must be able to pass a detailed background and credit check.

Education/Experience:

- The ideal candidate has a Bachelor's Degree in Accounting, Finance, or Economics, or equivalent work experience.
- Must be a moderate user in Excel, including formula creation and VLookups.
- Must possess a high degree of accuracy and attention to detail.



job openings

The Firm offers a competitive salary, attractive benefits, and a pleasant and supportive environment.

EOE

www.msk.com

Please submit resume to staffrecruits@msk.com.