



ABFF Ventures
260 Madison Avenue, 11th Floor
New York, NY 10016
Office 212.886.9581 Fax 212.202.5180
www.abff.com

EMPLOYMENT OPPORTUNITY

Position: Executive Assistant
Job Status: Full Time
Start Date: September 6, 2017
Salary: Commensurate with experience
Reporting to: Jeff Friday, Founder & CEO
Location: Los Angeles. Travel Required

Job Description

We are looking for a highly responsible, self-motivated, savvy and congenial Executive Assistant to support our CEO and join the ranks at ABFF Ventures. This is a great opportunity for someone with EA experience interested in learning the inner workings of the Company to potentially move into another area within 3 years.

Specific Responsibilities:

- Coordinate the setup of the Company's Los Angeles satellite office.
- Provide crucial administrative and organizational support to CEO, taking initiative and making proactive decisions to manage his time, travel, and professional and personal priorities.
- Arrange/reconfirm all personal as well as professional appointments within CEO's calendar
- Maintain CEO's and corporate platforms on social media. Draft social media copy.
- Liaise and collaborate with New York office team across events, film, TV, digital, marketing, and public relations departments on an ongoing basis.
- Work with department heads and other internal direct reports to compile meeting agendas.
- Prepare CEO for all meetings, establish agendas, and research backgrounds/bios/objectives in advance.
- Handle CEO's personal matters as needed, including family travel and celebration arrangements, reservations, and appointments.
- Complete monthly travel/expense reports for CEO.
- Handle contracts and confidential legal materials with sensitivity.
- Support CEO's efforts to nurture company relationships within the entertainment community directly with company's talent agency, as well as high profile talent, clients and partners. Initiate innovative ideas to improve client, partner and industry relations.
- Respond to email/phones and direct inquires to the appropriate person. Ensure 100% telephone and email coverage during business hours
- Track accounting and assist with bookkeeping and the processing of accounts payable

Additional Responsibilities

- Keep abreast of and report on weekly industry trends and news in entertainment with emphasis in television and motion pictures.
- Maintain a log of current and upcoming projects from major networks and studios as well as independent writers, directors, actors and producers.
- Brainstorm content ideas with Programming and Events team.
- Provide support on creative projects and talent submission, including reading and researching material and reviewing submissions.
- Attend and cover events, as needed.

Required Skills & Qualifications

- Bachelor's degree. English, Communications or Cinema Studies preferred.
- 3-5 years' experience working in a highly demanding, detail oriented project management or administrative capacity. Entertainment or media industry a plus.
- Excellent writing/proofreading/compositional ability. Samples required.
- Superior interpersonal skills and phone skills
- Acute time-management and keen attention to detail
- Desktop proficiency in Microsoft Word/Excel/Outlook/PowerPoint. Photoshop a plus.
- Keen interest in social media and emerging technologies.
- A passion for Black culture & entertainment. A strong interest in and working knowledge of multicultural filmmakers, writers, actors and material is preferred but not necessary.
- Fluency in Spanish a plus

About ABFF Ventures LLC

ABFF Ventures LLC (ABFFV) is a multifaceted entertainment company specializing in the production of live events, television and films focused on African American culture.

The company is a joint venture between Film Life Inc. and Black Enterprise, two prominent media and event companies, each with legacies of showcasing the best of African American culture and achievement. Its tent-pole properties are the **American Black Film Festival (ABFF)**, cited by *MovieMaker* magazine as "One of the Coolest Festivals in the World," and "**ABFF Honors**," a televised annual awards gala saluting the top stars of film and television.

Headquartered in New York City, ABFFV was formed in 2014 to widen the global footprint of the American Black Film Festival brand and stimulate business growth through expansion into other events and content production. Jeff Friday is the Company's Founder/CEO.

We offer a competitive salary commensurate with experience. Please send résumé, cover letter and salary requirements, to:

hibbertn@blackenterprise.com

Natalie M. Hibbert, Vice President of Human Resources

BLACK ENTERPRISE

260 Madison Avenue

New York, New York 10016