

**ABFF Ventures**260 Madison Avenue, 11<sup>th</sup> Floor

New York, NY 10016

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[www.abff.com](http://www.abff.com)**2018 JOB POSTING**

- Position:** Film & Programming Coordinator
- Job Status:** Freelance/Seasonal
- Start Date/Term:** March 26 - July 12, 2018
- Compensation:** \$125 per day
- Work Schedule:** 4 - 5 days a week
- Reporting to:** Programming Director
- Location:** Los Angeles and Miami (June 10-20)

**Job Description:**

We are in search of a highly responsible, self-motivated, savvy, and congenial Coordinator to support our Programming department at ABFF Ventures. This is a great opportunity for someone interested in understanding the intricacies of programming a major film festival. The 22<sup>nd</sup> annual American Black Film Festival (ABFF) will take place June 13 -17, 2018 in Miami, FL.

**Duties and Responsibilities:**

- Provide ongoing administrative support to the Programming Director.
- Assist with the coordination and execution of the festival's film program.
  - Manage and log film submissions. Maintain accurate and updated databases.
  - Notify festival applicants of their submission status
  - Liaise with the Juries of the various film
  - Coordinate the trafficking of films and video content to and from the festival.
  - Liaise with official filmmaker to secure bios, headshots, film synopsis, etc.) for use by the festival's publicity and marketing teams
  - Coordinate check-in and filmmaker agendas during the festival
  - Liaise with the public relations and social media departments to coordinate filmmaker interviews
  - Coordinate the production of festival awards, prizes and trophies
- Assist with the coordination of the festival's talent pipeline programs
- Attend weekly staff meetings and submit weekly activity report
- Other duties as assigned
- Must be available to travel during the month of June

**Qualifications:**

- Exceptional written and verbal communication skills
- Excellent interpersonal skills
- High proficiency with Microsoft Excel, Word and PowerPoint
- Proficiency in Mac based graphics programs: Adobe InDesign, Photoshop, Illustrator, a plus
- Attention to detail; strong organizational abilities
- Ability to work both collaboratively and independently
- Ability to multi-task under deadline

**About ABFF:**

The American Black Film Festival (ABFF), founded in 1997, is an annual event dedicated to showcasing quality film and television content by and about people of African descent. The festival is committed to the belief that Black artists and content creators deserve the same opportunities as their mainstream counterparts. The festival was conceived in 1997 as a vehicle to promote diversity in the motion picture industry, and strengthen the Black filmmaking community through resource sharing, education, artistic collaboration and career development. Today, ABFF is recognized as the preeminent pipeline to new Black talent, both in front of and behind the camera, and is regarded as one of the leading film festivals in the world.

**PLEASE SEND RESUME AND COVER LETTER TO  
PROGRAMMING@ABFFVENTURES.COM**