



ABFF Ventures, LLC

LOS ANGELES  
6600 Sunset Boulevard  
Suite 316  
Los Angeles, CA 90028  
Phone 323.513.6298

## EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>Executive Assistant to the CEO</b>
<b>Compensation:</b>	Commensurate with experience
<b>Job Status:</b>	Fulltime
<b>Benefits:</b>	Medical and Dental
<b>Start Date:</b>	October 2018
<b>Reporting to:</b>	Founder & CEO
<b>Location:</b>	Los Angeles. Travel Required

### **Job Description**

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

### **Primary Responsibilities & Duties:**

- Provide crucial administrative and office management support.
- Generate memos, emails and reports to clientele on behalf of CEO.
- Provide agendas and background information on companies, executive bios and objectives in advance of all meetings and conference calls
- Maintain confidentiality with all company related matters including contracts and legal materials.
- Manage and inventory office supplies and equipment, including printers, and scanners
- Manage all company inquiries via email and telephone and assume other receptionist duties during business hours.
- Maintain personal and corporate platforms on social media. Draft social media copy.
- Track accounting and assist with bookkeeping and the processing of accounts payable
- Arrange all personal and professional appointments within calendar.
- Handle personal matters as needed, including family travel, reservations, appointments and special events.
- Complete monthly travel/expense reports.

### **Additional Responsibilities**

- Keep abreast of and report on weekly industry trends and news in entertainment with emphasis in television and motion pictures.
- Provide support on creative projects and talent submission, including reading and researching material and reviewing submissions.
- Attend and cover events as a company representative as needed.

### **Required Qualifications**

- Experience with working in an environment where corporate protocol is a must.
- Minimum of 3 years experience working in a highly demanding, detail-oriented project management or administrative capacity. Entertainment or media industry a plus.
- Bachelor's degree in English, Communications or Cinema Studies.
- Excellent writing/proofreading/compositional skills. Samples and writing assessment required.
- Superior interpersonal and phone skills.
- Ability to multi-task, manage time efficiently and detail-oriented.
- Proficient in Microsoft Word, PowerPoint, Photoshop and Excel skills.
- Savvy in social media and emerging technologies.
- A team player who understands the importance of both individual and team performance.
- Knowledgeable and passionate about Black culture and entertainment.

### **ABOUT ABFF VENTURES**

ABFF Ventures L.L.C. (ABFFV) is a leading entertainment company producing live events, film and television primarily targeted to African American audiences. 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. The mission of ABFF Ventures is to produce global platforms that showcase the work of people of African heritage and promote camaraderie among multicultural artists in Hollywood. Its tentpole properties are the **American Black Film Festival**(ABFF), cited by *MovieMaker* magazine as “One of the Coolest Festivals in the World,” and **ABFF Honors**, an award season gala saluting excellence in Hollywood. Together, they represent two of the most prestigious events in the Black community and parallel the *Sundance Film Festival* and the *Golden Globes*.

Headquartered in Los Angeles, ABFFV was formed 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 email résumé, cover letter and salary requirements to: [jobs@abffventures.com](mailto:jobs@abffventures.com)**