



ABFF Ventures, LLC

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

EMPLOYMENT OPPORTUNITY

Position:	Sponsorship & Client Services Coordinator
Compensation:	Commensurate with experience
Job Status:	Fulltime
Benefits:	Medical and Dental
Start Date:	November 2018
Reporting to:	VP of Sponsorship & Media Partnership; and General Manager
Location:	Los Angeles. Travel Required

Job Description

We are looking for a highly responsible, self-motivated, savvy and congenial Sponsorship Coordinator to join the ranks at ABFF Ventures. The position supports the VP of Sponsorship and provides office management assistance.

Primary Responsibilities & Duties:

- Provide crucial administrative support and communications related to sales and client services.
- Support VP of Sponsorship in drafting proposals and sales materials.
- Prepare agendas and background information on companies, executive bios and objectives in advance of all meetings and conference calls.
- Conduct targeted research within identified verticals to help obtain business intelligence on prospective clients.
- Assist in managing execution and fulfillment of sponsorship benefits and related elements, as guided by the VP of Sponsorship.
- Coordinate logistics for events and support VP of Sponsorship during on-site activations.
- Track results and create recap reports for sales and activation meetings as needed.
- Maintain confidentiality with all company related matters including contracts and legal materials.
- Track accounting and assist with bookkeeping and the processing of accounts payable.
- Field, assess and evaluate incoming calls as needed.
- Assist in maintaining contact databases and mailings.
- Participate in weekly meetings and conference calls.
- Submit weekly flow and status reports.

Required Qualifications

- 2+ 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, phone and analytical skills
- Ability to multi-task, manage time efficiently and detail-oriented.
- Proficient in Microsoft Word, PowerPoint, Photoshop and Excel skills
- 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