



ABFF Ventures, LLC

LOS ANGELES  
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Los Angeles, CA 90028  
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## EMPLOYMENT OPPORTUNITY

**Position:** Film & Programming Coordinator  
**Compensation:** Commensurate with experience  
**Job Status:** Seasonal (February – July)  
**Start Date:** February 1, 2019  
**Reporting to:** Programming Manager and General Manager  
**Location:** Los Angeles. Travel Required (June 8 – 18, 2019)

### **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 at a major film festival. The 23rd annual American Black Film Festival (ABFF) will take place June 12 -16, 2018 in Miami Beach, FL.

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

- Provide administrative support to the programming manager.
- 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

## **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 written verbal communication skills
- Ability to multi-task, manage time efficiently and detail-oriented.
- Proficient in Microsoft Mac based programs: Adobe InDesign, Photoshop, Illustrator
- 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)**