

ABFF VENTURES LLC

EMPLOYMENT OPPORTUNITY

Position:	Manager, Event Production & Operations
Compensation:	Commensurate with experience
Job Status:	Full-time
Benefits:	Medical and Dental
Start Date:	Flexible
Reporting to:	CEO
Location:	Los Angeles/New York

Description

We are seeking an experienced manager to lead several logistical productions for ABFF Ventures who is passionate about the events industry, enjoys planning, has the ability to problem solve, find solutions and multitask. The ideal candidate has experience managing multiple projects, events, and direct reports simultaneously. Thrives in a fast-paced environment, takes initiative, and is extremely organized and self-motivated. Project management/oversight, collaborative nature, strategic thinking, and attention to detail are central to this role. The candidate will be held accountable to deliver on all logistical efforts, recruitment/cultivation aspects of each event.

Responsibilities

- Manage and execute elements of multi-faceted events including on-site partnership integrations, signage, banners and activation at venues.
- Organize and manage physical production and logistics of all aspects of the events including site inspections, securing venues, permitting, protocols, planning documents and insurance requirements.
- Maintain department schedule, and work with executive staff to create timelines for new events, ensuring deliverables and deadlines are identified and managed day to day.
- Oversee budgets, negotiate vendor contract and fee negotiations, and fulfill invoice terms.
- Recruit and supervise staff (seasonal/ongoing), volunteers, security to ensure seamless execution. Arrange travel where applicable for out-of-state event staff.
- Determine and clearly communicate short-term and long-term department needs/concerns/priorities to evaluate goals and progress.

Qualifications

- Minimum 5-7 years of experience in logistical event production.
- Experience planning multiple events simultaneously from start to finish successfully with, third party experiential activations.
- Excellent oral/written communication, analytical and interpersonal skills to effectively work with all levels within the organization in addition to clients, city partners, staff, volunteers, and vendors.
- Experience building and managing projects and teams.
- An approachable leader who fosters collaboration and a positive work environment.
- Experience managing budgets.
- Ability to multitask and manage time efficiently.
- Experience working in an environment where corporate protocol is a must.
- Expected to be a team player who understands the importance of both individual and team performance.
- Proficient in PowerPoint, Photoshop and Excel.
- Knowledgeable and passionate about Black culture and entertainment.

ABOUT ABFF VENTURES

ABFF Ventures LLC (ABFFV) is an American entertainment company specializing in the production of live events that celebrate Black culture and achievement. ABFFV's tent-pole event properties include the prestigious **American Black Film Festival, ABFF Global Series, ABFF Comedy Festival, ABFF Honors**. The mission of the company is to curate live experiences and platforms that showcase Black talent and empower new voices in the arts and entertainment industry.

We offer a competitive salary commensurate with experience. Please email résumé, cover letter and salary requirements to: jobs@abffventures.com.