

ABFF VENTURES LLC

EMPLOYMENT OPPORTUNITY

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| Position: | Manager, Event Production & Operations |
| Compensation: | Commensurate with experience |
| Job Status: | Full-time |
| Benefits: | Medical, Dental, 401k plan |
| Start Date: | February 2023 |
| Reporting to: | Head of Events/President |
| Location: | Los Angeles/Burbank Area |

Job Description

We are seeking a Manager, of Event Production and Operations to help lead a myriad of logistical productions for ABFF Ventures. The ideal candidate is passionate about the events, enjoys planning, thinks outside-the-box, has the ability to problem solve, find solutions and multitask. Has experience with managing multiple projects 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 multiple logistical and creative efforts, recruitment/cultivation aspects of each event.

Primary Responsibilities

- Support the (acting) Head of Events with managing and executing elements of multi-faceted events including on-site partnership integrations, signage, banners, and activation at participating hotels.
- Organize and coordinate physical production and logistics of the events including but not limited to aspects of creative, site inspections, securing venues, permitting, protocols, planning documents and insurance requirements.
- Maintain department schedule, and work with executive staff to create timelines for events, ensuring deliverables and deadlines are identified and managed day to-day.
- Oversee event budget, 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.

- Work with the creative and sponsorship teams to execute marketing and sponsorship benefits.

Requirements

- 3-5 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 properties include the prestigious American Black Film Festival, ABFF Global Series, ABFF Comedy Festival, and ABFF Honors. The mission of the company is to curate 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.