

ABFF VENTURES LLC

EMPLOYMENT OPPORTUNITY

Position:	VP, Event Production & Operations
Compensation:	Commensurate with experience
Job Status:	Full-time
Benefits:	Medical, Dental, 401k plan
Start Date:	Flexible
Reporting to:	CEO
Location:	Los Angeles/Burbank Area

Job Description

We are seeking a Vice President of Event Production & Operations to lead a myriad of productions for ABFF Ventures. The ideal candidate is passionate about 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

- Run program operations, including attending site surveys, recruiting, appointing, and managing staff members, planning vendor negotiations, invoicing and tracking budgetary items, evaluating activities for positive outcomes and partnership integration.
- Oversee the nuts and bolts of pre, production, and post including securing necessary permits and insurance for the event; build relationship with local contractors and companies that provide goods and services.
- Manage support staff and serve as communications lead between departments; liaise with sponsors where necessary.
- Analyze programs during planning, implantation, develop executional tactics to ensure goals are achieved and follow up to verify quality activities and services are executed.
- Oversee event set up and breakdown; establish schedule, technical rehearsals, and run-of-show; create materials such as maps and signage and track deliverables.

- Plan, execute creative processes from idea to implantation with on the ground activations.
- Work with creative and sponsorship teams to ensure marketing and sponsor benefits are included in digital, print and media buys.
- Plan, propose, and track budgets for event operations including allocating adequate resources to each program and staying within set limit.
- Prepare, modify and file reports and documentation as necessary, including daily summaries of activities and incidents, post-program overviews, recommendations for future services, and analysis of overall program.
- Travel is required for this role.

Requirements

- 6+ 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.

