



**ABFF Ventures, LLC**

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

## **EMPLOYMENT OPPORTUNITY**

### **Description**

ABFF Ventures is seeking a dynamic, self-motivated, detailed-oriented **Administrative Assistant** to support the CEO and the President. The ideal candidate would bring a passion for Black culture in film and television, and a strong interest in learning both the business and creative process. They will need to effectively multi-task, have the ability to complete administrative tasks and projects quickly with limited guidance, react with appropriate urgency to situations and events that require a quick response or turnaround. Efficiently and creatively solve difficult or complex problems that affect people within the organization or its affiliates. Must have great attention to detail while meeting tight deadlines, have great organizational and written skills, flexibility and be able to switch gears at a moment's notice. A positive and engaged attitude is required.

**This role is currently remote, based in Los Angeles,CA**

### **Key Responsibilities Include (but not limited to):**

- Manage complex calendars and scheduling requirements (schedule meetings, set up conference calls, all appointments, reservations etc).
- Organize daily agendas.
- Create and maintain status reports and task lists (MBO updates, weekly reports, agendas).
- Track talent and executive entertainment news, provide weekly reports.
- Manage submission logs and internal department documents (including creative project, scripts, and artists submissions).
- Represent company at industry events.
- Maintain executive social media platforms.
- Perform additional administrative tasks as required.
- Provide research support in and development of new projects.
- Handle personal projects as needed, including family travel, appointments, and special events.

### **Qualifications:**

- 2+ years of professional experience at an agency, studio or production company
- Bachelor's Degree
- Experience with executive level calendar management
- Experience with domestic and/or international travel coordination

- High level of proficiency with Microsoft Office Products and Outlook. Proficiency test will be required.
- Experience with video conference platforms (Zoom, Microsoft Teams, Webex, Vimeo)
- Video editing and photoshop a plus.
- Excellent communication skills and follow through
- Excellent time management, organizational and interpersonal skills
- Excellent written English

### **Our Benefits:**

**Job Status:** Full-time

**Full Coverage:** Medical and Dental

**Work/Life Balance:** Sick days, vacation days, 13 holidays (and Flex Days)

We offer a competitive salary commensurate with experience. Please email résumé and cover letter expressing a.) why you want to work at ABFF Ventures; and b.) why you would be ideal for ABFF Ventures in this specific position to: [jobs@abffventures.com](mailto:jobs@abffventures.com).

ABFF Ventures is committed to a diverse and inclusive workplace. ABFF Ventures is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.

### **ABOUT ABFF VENTURES**

ABFF Ventures LLC (ABFFV) is a multifaceted entertainment company specializing in the production of live and digital events that celebrate Black culture and achievement. Its mission is to curate experiences that entertain, educate and inspire communities of color while showcasing the work of Black artists in Hollywood. The company also provides consulting services to studios and networks to promote content specific to African American audiences through its *ABFF Insider Marketing* division. Led by husband and wife team Jeff and Nicole Friday, ABFFV is headquartered in Los Angeles, Calif. The organization will celebrate its 25th anniversary throughout the 2021 calendar year.

In creating ABFF Ventures, CEO Jeff Friday channeled his discontent with the marginalization and underrepresentation of people of color in the entertainment business into an organization committed to advocating for diversity within the industry. Through his vision and perseverance, ABFFV has gained a notable standing in Hollywood, having earned a tremendous amount of goodwill within the talent and corporate communities. The company's tent-pole property is the American Black Film Festival (ABFF), which was founded in 1997 and cited by *MovieMaker* magazine as "One of the Coolest Festivals in the World."