



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 **Social Media and Marketing Consultant** to formulate a plan to engage key audiences and strategically build brand awareness in Black & Brown communities and general market. Establish the brand as a cultural influencer in film, television, and the events space. The ideal candidates must have a passion and strong interest in Black culture and creativity.

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

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

- Build social media engagement across all platforms.
- Curate, create and execute the company's social media initiatives and strategies.
- Manage and update marketing documents and databases.
- Develop online promotions and campaigns that will increase company's visibility using Facebook, Twitter, Instagram, and YouTube.
- Outreach to potential marketing partners via email and phone.
- Monitor trends in social media and apply the knowledge to create content that will increase brand loyalty.
- Attend scheduled Zoom meetings minimum of twice per week.

### **Qualifications:**

- Excellent organizational, communication and writing skills.
- Ability to multi-task, function independently, effectively and efficiently.
- Solid computer skills (Apple OS, including Microsoft Office applications, Google Suite, databases and Internet research skills).
- Proficient in PowerPoint, Photoshop and Excel skills.
- Well-versed in technology and social media platforms (including video editing).
- Knowledgeable and passionate about Black culture and entertainment.

### **ABOUT ABFF VENTURES**

ABFF Ventures LLC (ABFFV), a division of Jeff Friday Media, 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 content and experiences that entertain, educate and inspire communities of color while showcasing the work of Black artists in Hollywood. The company through its flagship property, the American Black Film Festival. (ABFF) has been a leading advocate for diversity in Hollywood since its inception in 1997. Since then, the festival has been the standard-bearer of excellence for Black creativity,

having premiered the work and supported the careers of many of today's most successful actors and content creators. ABFFV is headquartered in Los Angeles led by husband-and-wife team Jeff and Nicole Friday.

**Please email résumé and cover letter expressing a.) why you want to intern 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)**