



ABFF Ventures, LLC

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

EMPLOYMENT OPPORTUNITY

Position: Programming Intern, ABFF Ventures

Location: Los Angeles

Description

This position is with the Programming department, and will work across multiple teams (creative development, content acquisitions, production, post, content operations, marketing and design, publicity, product, strategy, and research) to document and contribute to cross-functional initiatives and programs within the ABFF Ventures organization.

Responsibilities include: (1) Collecting data to build and/or maintain reports and one-sheets, (2) Documenting, diagramming, and evaluating workflows for overall process improvements, (3) Providing features and capabilities assessments of tools and systems.

Qualifications

- Excellent organizational, communication and writing skills.
- Ability to multi-task, function independently and effectively and efficiently.
- Solid computer skills (Apple OS0, including Microsoft Office applications, Adobe Creative Suite, databases, and Internet research skills.
- Proficient in PowerPoint, Photoshop and Excel skills.
- Customer service experience preferred.
- Knowledgeable and passionate about Black culture and entertainment.

ABOUT ABFF VENTURES

ABFF Ventures LLC is a multifaceted entertainment company producing events and content focused on Black culture and achievement. Its mission is to entertain and inspire diverse audiences while promoting inclusion in Hollywood. Its tent-pole properties are the American Black Film Festival (ABFF), cited by *MovieMaker* magazine as “One of the Coolest Festivals in the World;” and “ABFF Honors,” an annual awards gala saluting the top stars of film and television. In creating ABFF Ventures, CEO Jeff Friday channeled his passion for film and television, as well as his discomfort with the underrepresentation of people of color in Hollywood, into an organization with the ultimate goal of advocating for racial equity within the entertainment industry.

For consideration, email résumé and cover letter to: jobs@abffventures.com