

PHILADELPHIA FILM SOCIETY

Position: Ads Sales Intern

Reports to: Development Officer

Intern Summary

Philadelphia Film Society creates opportunities for diverse communities to experience film through initiatives that inspire, educate, challenge and entertain.

Ads Sales Interns would be responsible for aiding in the solicitation of ad sales partners for the 28th Philadelphia Film Festival.

Responsibilities

- Researching prospects from the local business community
- Assisting in the implementation of effective marketing of ad sales
- Engaging in direct outreach to prospective organizations both in person, over the phone, and via email
- Keep careful records of research and communication
- Manage database of past and potential partners
- Distribute materials and conduct follow-up calls with staff
- Manage data, including program attendance and demographics

Time Requirements

- Internship Term: May-August 2019
- 2 days/week in office
- Hours in Office: 11am-5pm

Job Requirements

- Exemplary customer service skills, previous sales experience preferred
- Familiarity with outreach, marketing, and sales
- Comfort speaking with new people to represent the mission and programs of PFS
- Willingness to learn how to navigate Patron Manager
- Proficient with Microsoft Excel and Microsoft Word
- Effective communication skills
- Ability to multi-task and work with tight deadlines

Compensation: Unpaid, College Credit

To Apply: Send cover letter and resume to internships@filmadelphia.org. | **Deadline to Apply:** April 5, 2019