



Position: Ads & Sponsorship 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 & Sponsorship Interns would be responsible learning the processes and techniques of soliciting advertising and sponsorship partners for the 27th Philadelphia Film Festival. The Ads & Sponsorship Intern will be responsible for using skills to help solicit and cultivate advertising partners and sponsors on behalf of the Philadelphia Film Society in preparation for the PFF26.

Responsibilities

- Researching prospects from the local business community
- Cultivate funding and in-kind support
- Keep careful records of research and communication
- Manage database of past and potential partners
- Contacting local businesses and potential ad buyers
- Ensure that partners are aware of deadlines and guidelines
- Distribute materials and conduct follow-up calls with staff
- Manage data, including program attendance and demographics

Time Requirements

- Internship Term: May-August 2017
- 2 days/week in office
- Hours in Office: 11am-5pm

Job Requirements

- Exemplary customer service skills, previous sales experience preferred
- 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 27, 2018**