



Position: Box Office Associate | 26th Philadelphia Film Festival

Status: Part-Time; Temporary (September-November)

Summary: The Philadelphia Film Festival (PFF) is an 11-day international film festival that screens over 100 films and hosts special events, Q&A's, and industry guests.

Responsibilities of the Box Office Associate include selling tickets to screenings & events throughout the Philadelphia Film Festival at the main Box Office at the Prince Theater, and/or satellite PFF venues, and providing excellent customer service to patrons. Successful candidates will have strong communication and interpersonal skills, be independent and self-motivated, and possess the ability to work in a fast paced environment.

Responsibilities:

- Process window ticket sales using applicable ticket platforms
- Assist in the distribution of PFF Badges
- Accurately enter data and process payments
- Provide superior customer service
- Cash handling
- Answer customer inquiries by phone and e-mail in a prompt and courteous manner
- Remain updated on Festival news, events, and screenings
- Other duties as assigned

Qualifications:

- One year retail, sales or customer service experience
- Excellent communication and interpersonal skills
- Ability to multi-task and pay attention to detail
- Work in a high-volume and sometimes stressful environment
- Computer literacy, including Google Docs
- Availability to work nights and weekends as required
- High School Diploma or equivalent
- Ability to move or lift up to 25lbs
- Previous ticketing experience preferred
- Knowledge of Salesforce a plus

To Apply: Email a cover letter & resume to jobs@filmadelphia.org