

COMMUNITY PARTNERSHIP LIAISON

Position type: Temporary

Pay range: \$3,000 - \$4,500

Location: Hybrid



Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS East Theater, the Philadelphia Film Society (PFS) raises awareness of film as an important art form in Philadelphia and serves as a vital piece of the city's arts and culture community.

PFS is looking to fill a temporary Community Partnership Liaison position to assist with September programming and communication as well as to facilitate community engagement and attendance for the Philadelphia Film Festival Oct. 19-29. This is a 2-month position with increasing hours starting with approximately 10-15 hours per week in September to 20 hours per week in October. Work is hybrid, with at least one day a week in-office.

PRIMARY DUTIES AND RESPONSIBILITIES

- General duties:
 - Attending weekly team meetings and reporting event updates
 - Organizing meetings and communicating with internal team for event needs
 - Reviewing community conversations, needs, and interests from various spreadsheets
 - Finalizing information for the Fall Community Newsletter
- September program and communication duties:
 - Working with the Community Partnership Coordinator and Education & Programming Coordinator on the mental health screening event Sept. 27
 - Emailing and communicating with partners and resource tables
 - Attending/organizing partner meetings
- Festival related duties:
 - Spreadsheet tracking of movie titles, potential partners, and ticket data
 - Attending partner events and some screenings
 - Strengthen and build partnerships with populations around Philly for festival screenings
 - Encourage others to go to screenings that are not free
 - Provide suggestions for getting people into screenings
 - Fold into community partner conversations and event planning
- Other duties as assigned

SKILLS

- Ability to develop constructive and cooperative working relationships with others; is adept at creating a positive, collaborative and entrepreneurial work environment
- Excellent verbal and written communication skills with exceptional attention to details
- Proficiency in MS Office Suite
- Knowledge of Google Drive
- Ability to work on multiple projects at once (program or management experience is a plus)

QUALIFICATIONS

- Personal qualities of integrity, credibility, and a commitment to and passion for PFS's mission
- Connections with various community organizations and networks throughout the city

PHILADELPHIA FILM SOCIETY

Philadelphia Film Center | PFS Bourse Theater | PFS East Theater | Philadelphia Film Festival
1412 Chestnut Street | Philadelphia, PA 19102 | www.filmadelphia.org

- Past experience with Philadelphia communities
- Fully vaccinated and boosted against COVID-19 by hire date

Salary and benefits are competitive and commensurate with experience. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment. PFS is an Equal Opportunity Employer. Recruitment, hiring, promotions, and other terms, conditions, and privileges of employment shall be maintained in a manner that does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local legislation.

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