

## **SUMMER 2022 - EDUCATION INTERN**

Department: Education

Reports to: Education Manager

Type: Unpaid Internship



Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center and the PFS Bourse 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.

### **ABOUT THE PHILADELPHIA FILM SOCIETY**

The Philadelphia Film Society (PFS) is a 501(c)(3) member-supported nonprofit arts organization that creates opportunities for diverse communities to experience film through initiatives that inspire, educate, challenge, and entertain. PFS is the region's foremost resource for film presentation and education, and is committed to presenting film as a transformative and powerful medium for artistic expression and a catalyst for strengthening community. As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS Drive-In at the Navy Yard, 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. And each October, PFS curates the Philadelphia Film Festival, which showcases more than 100 feature length and short films, welcoming filmmakers and fans from Philadelphia and around the world.

### **ABOUT PHILADELPHIA FILM SOCIETY INTERNSHIPS**

PFS internships are unpaid positions, offered for students who are seeking an opportunity to earn college credit while receiving hands-on experience working with an arts nonprofit.

The PFS Education intern would work directly with the Education Manager to plan and execute various film centered educational events and activities for a variety of communities in the Philadelphia region.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Works with the Education Manager to brainstorm and build lesson plans for film field trips and match core curriculum standards to the activities
- Works with the Education Manager to build a library of social emotional learning film curricula to be taught to students age 4-10
- Researches film education programs and best standards from across the country
- Accompanies Education Manager to field trips, residencies, and Movies on the Block programs, both in person and virtual, helping to ensure the events run smoothly
- Networks with potential community partners and send communications to marketing sources to increase the span of our programming
- Depending on intern experience, teaches or assistant teaches activities and lessons with the Education Manager

### **SKILLS**

- Ability to work in fast-paced, deadline-oriented environment
- Proficiency in a variety of technical applications, especially:
  - Google Workspace
  - Microsoft Office, including Excel and Word
- Ability to work proactively and independently under direction
- Excellent interpersonal skills, with proficiency in both oral and written communication

#### **PHILADELPHIA FILM SOCIETY**

**Philadelphia Film Center | PFS Bourse Theater | Philadelphia Film Festival**  
1412 Chestnut Street | Philadelphia, PA 19102 | [www.filmadelphia.org](http://www.filmadelphia.org)

- Some experience working with young people - this can be as a teacher or tutor, or as a mentor, babysitter, or sibling
- A strong analysis around issues of equity, diversity, inclusion, and antiracism and a willingness to speak up against injustice

#### **QUALIFICATIONS**

- Currently enrolled student who is earning credit through their school for their internship with PFS
- Availability to work 11:00 AM - 5:00 PM, two days a week, for the Internship Term: June - August, 2022
- Availability to assist with weekend events, if needed

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 which 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.

**PHILADELPHIA FILM SOCIETY**

**PFS Roxy Theater | Prince Theater | Philadelphia Film Festival**

1412 Chestnut Street | Philadelphia, PA 19102 | [www.filmadelphia.org](http://www.filmadelphia.org) | 267-239-2941 | [info@filmadelphia.org](mailto:info@filmadelphia.org)