



**Position:** Events Intern | Spring 2018

**Department:** Events

**Intern Summary:**

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

The PFS Events intern would work directly with the Events Manager and closely with every department to plan and execute large and small scale events. Events would range from tabling opportunities to the annual Awards Night Celebration.

**Responsibilities:**

- Assisting Festival & Events Director in creating event outlines
- Tracking of event timelines and checklists and keeping shared events calendar up-to-date
- Creating and updating database of vendors, sponsors, and contacts for each event
- Compiling documents for event binder
- Research of and outreach to vendors, outlets, and perspective donors
- Contributing ideas on ways to eventize screenings
- Assist Festival & Events Director in wrap-up, including reports, follow-up and acknowledgement
- Complete all events binders

**Time Requirements:**

- January-May 2017
- 2 days per week in office; 10am-5pm + some evenings/weekends

**Job Requirements:**

- Ability to work in fast-paced, deadline-oriented environment
- Great communication skills and an eye for detail
- Previous event experience a plus
- Ability to multi-task, follow instructions and work independently
- Proficient in Google Docs and Microsoft Office
- Must be at least a sophomore

**Compensation:** Unpaid, College Credit

**To Apply:** To apply, send cover letter and resume to [internships@filmadelphia.org](mailto:internships@filmadelphia.org).