



**Position:** Events Intern | Spring 2019

**Department:** Festival & Events Director

**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 Festival & Events Director 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 2019
- Availability during SpringFest: April 12-14
- 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).