

# PHILADELPHIA FILM FESTIVAL

**Position:** Festival Events Intern | 26<sup>th</sup> Philadelphia Film Festival (October 19-29, 2017)

**Department:** Operations & Events

**Intern Summary:** The Philadelphia Film Festival (PFF) is an 11-day international film festival that screens over 100 films and hosts special events, Q&As, and industry guests. The Festival Events Intern would be responsible for aiding the Events Manager in coordinating Festival events including, but not limited to Opening Night, Closing Night and the PFF26 Festival Lounge.

**Responsibilities:**

Pre-Festival:

- Assisting Events Manager 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 PFF26 Festival Lounge
- Assisting in liaising with vendors, event coordinators, and PFS departments regarding event planning
- Assisting in creating and compiling event materials
- Tracking donations towards and constructing VIP gift bags

Festival:

- Assisting in managing on-site logistics at Festival events, including set up and breakdown
- Assist in coordination and execution of event guest registration
- Assist in set-up for PFF26 Festival Lounge and HQ
- Organizing materials for events
- Coordinating with Event Manager to ensure all needs are met
- Serving as a point of contact for all events volunteers and training all events volunteers on site
- Assist in managing events in PFF26 Festival Lounge
- Maintain up-to-date documents for events binders, including spreadsheets, paperwork, and timelines
- Attend all Festival meetings and keep up-to-date on Festival changes

Post-Festival:

- Assist Events Manager in wrap-up, including reports, follow-up and acknowledgement
- Complete all events binders
- Assist in dismantling Festival Lounge and HQ

**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 junior or senior in related field

**Time Requirements**

- August-December, 2017
- Full or significantly open availability October 19-29, 2017
- August-Mid-October: 2-3 days per week in office, 11am-5pm

**Compensation:** Unpaid, College Credit Available

**To Apply:** Email Cover Letter & Resume to: [internships@filmadelphia.org](mailto:internships@filmadelphia.org) **Deadline to apply is July 11, 2017**