



Position: Events Intern

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 prepping for and planning the 26th Philadelphia Film Festival.

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
- Contributing to execution of event plans
- Assist Festival & Events Director in wrap-up, including reports, follow-up and acknowledgement
- Complete all events binders & records

Time Requirements:

- Internship Term: May-August 2017
- 2 days/week in office + some evenings & weekends
- Hours in Office: 10am-4pm

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

Compensation: Unpaid, College Credit

To Apply: To apply, send cover letter and resume to internships@filmadelphia.org. **Deadline to apply: April 24, 2017**