

PHILADELPHIA FILM FESTIVAL

Position: Hospitality Intern | 26th Philadelphia Film Festival (October 19-29, 2017)

Department: Hospitality & Guest Services

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 Hospitality Intern is tasked with aiding the Festival Hospitality Team in coordinating all Guest Services details for the festival, including but not limited to making travel and lodging arrangements for guests and ensuring all credentials are complete. The Hospitality Intern will also be tasked with creating a comprehensive report on PFF26 Hospitality.

Responsibilities

Pre-Festival:

- Outreach to festival guests or representatives to coordinate arrangements
- Outreach necessary for travel and lodging arrangements
- Recording all arrangements in share documents
- Ensuring that all documents remain up-to-date and neat
- Coordination of transportation volunteers
- Coordination, production, and tracking of guest credentials
- Tracking all hospitality-related expenses

Festival:

- Coordination with guests' representation and transportation volunteers
- Monitoring guests' arrival to the Festival
- Sometimes accompanying guests to venues and helping them travel around the city
- Liaising between guests and Festival staff
- Assisting Hospitality team when needed
- Attending Festival meetings and remaining updated on Festival changes

Post-Festival:

- Compiling guest data
- Organizing wrap-up report on PFF25 hospitality
- Assisting Hospitality team in wrap up

Job Requirements

- Organizational skills and attention to detail needed
- Knowledge of Microsoft Excel and Google Docs
- Ability to multi-task
- Comfortable speaking with new people
- Ability to remain calm in hectic situations
- Proofreading experience a plus
- Festival experience a plus

Education: Minimum Junior in Film/Media Studies/Communications/Hospitality

Time Requirements

- October-November, 2017
- Full or significantly open availability October 19-29, 2017
- Pre & Post Festival: 2-3 days per week in office, 11am-5pm

Compensation: Unpaid, College Credit Available

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