



Position: Hospitality Intern | 27th Philadelphia Film Festival (October 18-28, 2018)

Department: Programming; 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 the primary assistant for 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 assist in creating a comprehensive report on PFF27 Hospitality.

Responsibilities

Pre-Festival:

- Primary team member providing administrative assistance to the Guest Services Coordinator
- Assisting with email and phone outreach to festival guests or representatives to coordinate arrangements
- Assisting with local outreach necessary for travel and accommodation arrangements
- Contributing to managing all guest tracking documents and databases, ensuring they remain up-to-date
- Creating guest Festival Itineraries documents
- Coordinating, producing, and tracking guest credentials
- Assisting with coordinating transportation volunteers as needed
- Assisting with tracking all hospitality-related expenses

Festival:

- Coordinating with guests or guest representation and transportation volunteers as needed
- Monitoring guests' Festival arrivals and departures
- Coordinating guest credential and welcome bag distribution as needed
- Accompanying guests to venues and helping them travel around the city as needed
- Hosting guests in the Festival Lounge as needed
- Liaising between guests and Festival staff as needed
- 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 Festival wrap

Job Requirements

- Highly organized with a distinguished level of attention to detail
- Working knowledge of Microsoft Excel and Google Drive
- Ability to multi-task and handle multiple projects at once
- Very comfortable speaking with new people
- Ability to remain calm and patient in hectic situations
- Administrative support experience a plus
- Festival or event experience a plus
- Laptop required

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

Time Requirements

- October-November, 2018
- Pre & Post Festival: 2-3 days per week in office, 4-6 hours per day
- Full or significantly open daytime and evening availability October 18-28, 2018

Compensation: Unpaid, College Credit Available

To Apply: Email Cover Letter & Resume to: operations@filmadelphia.org