



**Position:** Venue / House Manager | 26<sup>th</sup> Philadelphia Film Festival

**Status:** Part-Time; Seasonal (September-November)

**Summary:** The Philadelphia Film Festival (PFF) is an 11-day international film festival that screens over 100 films and hosts special events, Q&A's, and industry guests.

The Philadelphia Film Society is seeking a House Manager for the Philadelphia Film Festival. Reporting to the Director of Film Operations and Festival & Events Director, the House Manger would be responsible for managing all Front od House aspects of the PFF venue, including but not limited to volunteer staff, crowd control, audience load-in and out, coordinating with venue rental staff, and customer service.

**Responsibilities Include:**

- Leading pre-show meetings with volunteer staff, and ensuring that volunteers have all materials and instruction needed
- Delegating assignments to volunteers
- Managing lines, crowd control, and audience load-in and out
- Ensuring the safety of staff, patrons, and clients
- Accommodating patrons with special needs
- Enforcing late-seating policies
- Liaising with Festival staff to keep yourself and staff updated
- Keeping daily run of show updated
- Recording attendance data

**Qualifications:**

- Prior customer service experience required
- Prior management and/or event experience required
- Previous film festival experience a plus
- Ability to stand for extended periods of time
- Requires 10+ hour days and late nights

**To Apply:** Please send resume and cover letter to [jobs@filmadelphia.org](mailto:jobs@filmadelphia.org)