

SPRING 2022 - MARKETING & COMMUNICATIONS INTERN

Department: Marketing and Communications

Reports to: Director of Communications

FLSA: Non-Exempt



Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS Drive in at the Navy Yard, the Philadelphia Film Society (PFS) raises awareness of film as an important art form in Philadelphia and serves as a vital piece of the city's arts and culture community.

ABOUT THE PHILADELPHIA FILM SOCIETY

The Philadelphia Film Society (PFS) is a 501(c)(3) member-supported nonprofit arts organization that creates opportunities for diverse communities to experience film through initiatives that inspire, educate, challenge, and entertain. PFS is the region's foremost resource for film presentation and education, and is committed to presenting film as a transformative and powerful medium for artistic expression and a catalyst for strengthening community. As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS Drive-In at the Navy Yard, PFS raises awareness of film as an important art form in Philadelphia, and serves as a vital piece of the city's arts and culture community. And each October, PFS curates the Philadelphia Film Festival, which showcases more than 100 feature length and short films, welcoming filmmakers and fans from Philadelphia and around the world.

ABOUT PHILADELPHIA FILM SOCIETY INTERNSHIPS

PFS internships are unpaid positions, offered for students who are seeking an opportunity to earn college credit while receiving hands-on experience working with an arts nonprofit.

The Marketing Intern would assist the PFS Communications & Marketing team in advertising and promoting the events, programs, and mission of the Philadelphia Film Society.

PRIMARY DUTIES AND RESPONSIBILITIES

- Become familiar with the PFS programs, events, and brand
- Suggest and research creative areas for targeted marketing
- Develop niche database & distribution lists
- Draft social media (primarily Facebook and Twitter) event posts
- Post event listings in various online websites
- Distribute timely program guides and flyers
- Assist in outreach and communications on behalf of the marketing department
- Assist the Marketing Department with completion of any specific goal/objective
- Assist in other various marketing tasks as needed
- Remain updated on Festival events, updates, and developments
- Attend Festival meetings as necessary

SKILLS

- Ability to work in fast-paced, deadline-oriented environment
- Proficiency in a variety of technical applications, especially:
 - Google Workspace

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- Microsoft Office, including Excel and Word
- Ability to work proactively and independently under direction
- Excellent interpersonal skills, with proficiency in both oral and written communication

QUALIFICATIONS

- Currently enrolled student who is earning credit through their school for their internship with PFS
- Availability to work 11:00 AM - 5:00 PM, two days a week, for the Internship Term: January - May, 2022
- Availability to assist with weekend events, when needed

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment. PFS is an Equal Opportunity Employer. Recruitment, hiring, promotions and other terms, conditions and privileges of employment shall be maintained in a manner which does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local legislation.

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