



Position: Marketing & Social Media Intern

Reports to: Marketing Manager

Intern Summary

Philadelphia Film Society creates opportunities for diverse communities to experience film through initiatives that inspire, educate, challenge and entertain.

Marketing & Social Media Intern would assist the PFS Marketing team in advertising and promoting the events, programs, and mission of the Philadelphia Film Society. Leading up to the 27th Philadelphia Film Festival, the Marketing & Social Media Intern would also assist in execution of the PFF27 Marketing plan.

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

Time Requirements

- Internship Term: May-August 2018
- 2 days/week in office + some evenings
- Hours in Office: 10am-4pm

Job Requirements

- Proficient on social media platforms including Facebook, Twitter, and Instagram; Knowledge of trending online media and social media outlets
- Proficiency in Adobe Creative Suite (In Design, Photoshop, and Illustrator) a plus
- Proficient with Microsoft Office and Google Apps
- Interpersonal skills- build strong relationships with business owners, festival/screening attendees, etc.
- Communication skills- primarily in writing
- Ability to work proactively and independently under direction; Ability to multi-task and work independently
- Knowledge of Wordpress and basic HTML
- Experience in MailChimp a plus
- Excellent communication skills; comfortable talking to new people
- Excellent writing skills; Copyediting experience a plus
- Resourcefulness, creativity, and strong problem solving skills
- Ability to collaborate on projects
- Interest in learning film marketing and more about the film industry
- Knowledge of digital photography & access to photo equipment a plus

Compensation: Unpaid, College Credit

To Apply: To apply, send cover letter and resume to internships@filmadelphia.org.