

# PHILADELPHIA FILM FESTIVAL

**Position:** Membership & Development Intern | 26<sup>th</sup> Philadelphia Film Festival (October 19-29, 2017)

**Department:** Development

**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 Membership & Development Intern will assist the PFS Development Department in planning and organization of membership benefits leading up to the Philadelphia Film Festival, and the fulfillment of benefits throughout the Festival. In addition, this intern will be involved in researching ways to grow and strengthen the PFS community through relationship cultivation and development.

## Responsibilities

### Pre-Festival:

- Support PFS staff at Membership events such as Sneak Preview Screenings.
- Research membership programs of similar organizations
- Become proficient in Patron Manager with an emphasis on memberships and reporting
- Assist in maintaining member records
- Support PFS staff in administrative duties such as outreach, mailings, and follow-up communications
- Support PFS Staff in conceptualizing and organizing membership tables, outreach, and promos during the Film Festival
- Aid in training membership volunteers who will work during the Festival
- Additional administrative tasks as assigned

### Festival:

- Organize and run membership table as assigned
- Manage membership volunteers at designated venue
- Keep development staff updated on status of membership tables
- Serve as an informational point of contact for members and festival patrons
- Attending Festival meetings and remaining updated on Festival changes
- Inform patrons of the benefits of PFS memberships at tables and in lines
- Assist membership and development staff as needed

### Post-Festival:

- Support development staff in post-festival follow-up communications
- Compile membership data from Festival, such as promo effectiveness and viewing trends
- Resume responsibilities vis-à-vis membership events and screenings
- 

## Job Requirements:

- Ability to work in fast-paced, deadline-oriented environment
- Excellent oral and written communication skills
- Comfortable talking to new people
- Proficient in Google Docs and Microsoft Office, including Word, Excel, and Powerpoint
- Ability to work independently
- Experience in database management systems a plus
- Experience in Patron Technologies/Salesforce a plus

**Interests:** Film, non-profits, outreach, communications, development

## Time Requirements

- August-December, 2017
- Full or significantly open availability October 19-29, 2017
- August-Mid-October: 2-3 days per week in office, 11am-5pm

**Compensation:** Unpaid, College Credit Available

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