

PHILADELPHIA FILM FESTIVAL

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

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 in member outreach phone calls, correspondence and other solicitation
- 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
- Support PFS staff at Membership events such as Sneak Preview Screenings.

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
- Attend Festival meetings and remain 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, 2018
- Full or significantly open availability October 18-28, 2018
- 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 Deadline to apply is July 16, 2018