



**Position:** Membership Intern | Spring 2019

**Reports to:** Development Department

### **Intern Summary**

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

PFS Membership Interns are responsible for assisting the Development Department in managing and growing the PFS Membership base.

### **Responsibilities**

- Support PFS staff at Membership events such as Sneak Preview Screenings.
- Administrative tasks surrounding managing the Membership Program including mailings and member list management
- Assist the Development Department in telephone and email follow-ups to members
- 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

### **Time Requirements**

- Internship Term: January – May 2019
- Availability during SpringFest: April 12-14
- 2 days/week in office + some evenings
- Hours in Office: 11am-5pm

### **Job Requirements**

- Exemplary customer service skills
- Comfortable talking to new people
- Proficient with Google Docs, Microsoft Excel, Microsoft Word, and Mail Chimp
- Strong aptitude for databases; Experience in database management systems a plus
- Willingness to learn how to navigate Patron Manager
- Strong writing skills
- Attention to detail
- Ability to manage time effectively
- Ability to work independently
- Effective communication skills
- Interest in film and comfort speaking with new people to represent the mission and programs of PFS
- Availability to attend evening screenings preferred (if needed)

### **Compensation**

Unpaid, College Credit

**To Apply:** To apply, send cover letter and resume to [internships@filmadelphia.org](mailto:internships@filmadelphia.org).