



**Position:** Membership Intern

**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 Team in managing and growing the PFS Membership base.

### **Responsibilities**

- Assist Development Team in telephone and email follow-ups to members
- 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 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: May-August 2019
- 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 and Microsoft Word
- 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

**Compensation:** Unpaid, College Credit

**To Apply:** To apply, send cover letter and resume to [internships@filmadelphia.org](mailto:internships@filmadelphia.org). | **Deadline to Apply:** April 5, 2019