

PHILADELPHIA FILM FESTIVAL

Position: Venues & Operations Intern | 26th Philadelphia Film Festival (October 19-29, 2017)

Department: Operations

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 Operations Intern is tasked with aiding the Festival Operations Team in coordinating Venue, Volunteer, and Box Office details in the months leading up to the film festival. Interns may be assigned to a specific area – such as Volunteers or Venues – when taken on. During the Festival, Operations Interns will be responsible for helping Venue staff and volunteers to smoothly run Festival venues.

Responsibilities

Pre-Festival:

- Outreach to schools and volunteer agencies regarding potential volunteers
- Coordination of Venue supplies and equipment
- Assisting in the coordination of ticketing details, online and in the box office
- Attending meetings and walk-throughs at Festival venues
- Coordination of guests' experience in venues
- Organization of data and timelines leading up to the Festival
- Compiling box office and venue materials

Festival:

- Corresponding with volunteers regarding reminders and shift changes
- Organizing and directing volunteers in the venue
- Aiding venue managers in smooth operations of festival venue
- Attending Festival meetings and remaining updated on Festival changes
- Monitoring venues to ensure venue/venue manager needs are met
- Liaising between venue managers and Festival staff and troubleshooting problems

Post-Festival:

- Compiling box office data
- Breaking down Festival venues
- Reporting to Festival staff on venue/volunteer operations
- Aiding in the wrap-up of the Festival

Job Requirements

- Organizational skills and attention to detail
- Ability to multi-task
- Ability to remain calm under pressure
- Ability to work in a fast-paced environment
- Comfortable with managing teams of people
- Proofreading experience a plus
- Experience in theaters a plus
- Minimum Sophomore in Film/Media Studies/Communications/Hospitality

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 **Deadline to apply is July 11, 2017**