

PFF EVENTS & PROGRAMS INTERN

Department: Programming

Reports to: Director of Programs

Type: Unpaid Internship



Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS Drive in at the Navy Yard, the Philadelphia Film Society (PFS) raises awareness of film as an important art form in Philadelphia and serves as a vital piece of the city's arts and culture community.

ABOUT THE PHILADELPHIA FILM FESTIVAL

The Philadelphia Film Festival showcases more than 100 feature length and short films, welcoming filmmakers and fans from Philadelphia and around the world.

This year, the Philadelphia Film Society will be celebrating a milestone - the 30th Philadelphia Film Festival (October 21-31, 2021). After a year of being virtual, PFF30 will return to theaters, including the newly reopened PFS Bourse Theater, and feature a robust lineup, along with special events and an exciting group of industry guests.

ABOUT PHILADELPHIA FILM SOCIETY INTERNSHIPS

PFS internships are unpaid positions, offered for students who are seeking an opportunity to earn college credit while receiving hands-on experience working with an arts nonprofit.

The PFS Programs & Events intern would work directly with the Director of Programs and Programs & Events Assistant and closely with every department to plan and execute large and small scale events for the 28th Philadelphia Film Festival.

PRIMARY DUTIES AND RESPONSIBILITIES

- Assists Director of Programs in creating event outlines
- Tracks event timelines and checklists and keep shared events calendar up-to-date
- Creates and update database of vendors, sponsors, and contacts for each event
- Assists in the coordination of eventized or sponsored screenings
- Supports Director of Programs in wrap-up, including reports, follow-up and acknowledgement
- Assists in prepping for pre-Festival and Festival meetings
- Remains updated on Festival events, updates, and developments
- Assists in proofing Festival Program Guide and other promo materials
- Supports in research, planning, execution, and management of the Festival Lounge
- Attends Festival meetings as necessary
- Assists with creation, planning, coordination, and execution of curated programs and festivals
- Other duties as assigned

SKILLS

- Ability to effectively and efficiently handle multiple tasks and projects within a fast-paced environment
- Excellent verbal and written communication skills with exceptional attention to details
- Must be able to work independently and as part of a team
- Proficiency in MS Office Suite and Google Suite

PHILADELPHIA FILM SOCIETY

Philadelphia Film Center | PFS Bourse Theater | Philadelphia Film Festival
1412 Chestnut Street | Philadelphia, PA 19102 | www.filmadelphia.org

QUALIFICATIONS

- Previous events experience a plus
- Currently enrolled student who is earning credit through their school for their internship with PFS
- Availability to work 11:00 AM - 5:00 PM, two days a week, for the Internship Term: September - December, 2021
- Full or significantly open availability October 21-31, 2021
- Availability to assist with weekend events, if needed

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment. PFS is an Equal Opportunity Employer. Recruitment, hiring, promotions and other terms, conditions and privileges of employment shall be maintained in a manner which does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local legislation.

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