

PFF HOSPITALITY 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 Hospitality Intern is the primary assistant for the Festival Hospitality Team in coordinating all Guest Services details for the festival, including but not limited to making travel and lodging arrangements for guests and ensuring all credentials are complete. The Hospitality Intern will also assist in creating a comprehensive report on PFF30 Hospitality.

PRIMARY DUTIES AND RESPONSIBILITIES

Pre-Festival:

- Provides administrative assistance to the Festival Guest Services Coordinator
- Assists with email and phone outreach to festival guests or representatives to coordinate arrangements
- Assists with local outreach necessary for travel and accommodation arrangements
- Contributes to managing all guest tracking documents and databases, ensuring they remain up-to-date
- Creates guest festival itinerary documents
- Produces and tracks guest credentials
- Assists with coordinating guest transportation needs
- Assists with tracking all hospitality-related expenses

Festival:

- Coordinates with guests, guest representatives, and transportation volunteers regarding transportation needs
- Monitors guests arrivals and departures and keeps Festival Guest Coordinator updated
- Coordinates guest credential and welcome bag distribution
- Accompanies guests to venues and helps them travel around the city
- Hosts guests in the Festival Lounge
- Liaises between guests and Festival staff
- Preps Festival Green Rooms
- Attends Festival meetings and remaining updated on Festival changes

PHILADELPHIA FILM SOCIETY

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

Post-Festival:

- Compiles guest data
- Organizes a wrap-up report on PFF30 hospitality, with suggestions for improvements
- Assists Hospitality team in Festival wrap

SKILLS

- Ability to work in fast-paced, deadline-oriented environment
- Proficiency in MS Office Suite and Google Suite
- Ability to work proactively and independently under direction
- Excellent interpersonal skills, with proficiency in both oral and written communication

QUALIFICATIONS

- 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 that 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.

PHILADELPHIA FILM SOCIETY