

## **FESTIVAL VOLUNTEER COORDINATOR**

Position type: Temporary

Pay range: \$3,500.00

Location: Hybrid



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 East Theater, 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.

Every October, the Philadelphia Film Society hosts the Philadelphia Film Festival which gathers more than 20,000 dedicated film lovers and scores of talented filmmakers for ten exceptional days of cinematic splendor. As a world-class film festival, PFF represents a major contribution to the cultural life of the city and region, attracting new audiences to PFS and the film community at large.

Reporting to the Director of Festival Operations the Volunteer Coordinator will administer all aspects of the Festival's volunteer program including recruiting, training, and supervising volunteers.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Recruits volunteer staff to fit these roles using a variety of resources and techniques
- Gathers information about each volunteer's skills, availability, and goals; matches volunteers with appropriate opportunities based on this data
- Assists the Director of Festival Operations to schedule, coordinate, and assign volunteers to shifts
- Regularly communicates with volunteers regarding shift reminders and changes
- Maintains files, records, applications, and other data concerning volunteer program
- Drafts, maintains, and publishes guidelines, best practices, and procedures for volunteer program
- Generates, prints, and delivers Daily Venue paperwork
- Aides Theater Managers in the smooth operation of theaters and monitors theaters ensuring theater needs are met
- Liaises between theater managers and Festival volunteers troubleshooting problems
- Attends Festival staff meetings and remains updated on Festival changes
- Coordinates volunteer recognition and appreciation events and activities
- Creates post-Festival volunteer survey with feedback from the Director of Festival Operations and compiles results
- Performs other related duties as required

### **SKILLS**

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Strong leadership skills with ability to motivate and encourage others
- Proficient with Microsoft Office Suite or related software

### **QUALIFICATIONS**

- Minimum of a bachelor's degree or equivalent work experience required
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills which support and enable sound decision making

#### **PHILADELPHIA FILM SOCIETY**

**Philadelphia Film Center | PFS Bourse Theater | PFS East Theater | Philadelphia Film Festival**  
1412 Chestnut Street | Philadelphia, PA 19102 | [www.filmadelphia.org](http://www.filmadelphia.org)

- Experience and familiarity with Philadelphia and the cultural community a plus
- Fully vaccinated and boosted against COVID-19 by hire date

Salary and benefits are competitive and commensurate with experience. 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.

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