

PHILADELPHIA FILM FESTIVAL

Position: Festival Operations Intern | 29th Philadelphia Film Festival (October 22 – November 1, 2020)

About the Philadelphia Film Festival:

For nearly 30 years, the Philadelphia Film Festival has been the Film Society's marquee event. At the center of PFS's mission, the Philadelphia Film Festival brings the best in independent and international film to audiences in Philadelphia. PFF gathers filmmakers, industry professionals, and cinephiles from around the world for 11-days, celebrating film as an artform that can entertain, but also inspire, educate, and create community.

2020 has been a peculiar year to say the least, but PFS's dedication to bringing diverse and acclaimed titles to Philadelphia audiences has never wavered. This October the 29th Philadelphia Film Festival will be unique from its predecessors. Instead of taking place in PFS's home, the Philadelphia Film Center, and theaters across the city, PFF29 will be taking place in virtual and Drive-In theaters. Whether on their couch or in their car, PFF is determined to give patrons a full Festival experience, with a thoughtfully curated lineup, filmmaker Q&As, and ways to connect with diverse communities through film.

Intern Summary:

The Festival Operations Intern would assist the Festival Director with preparation for and execution of the 29th Philadelphia Film Festival. Responsibilities would include assisting with the population, editing, and updating of the PFF29 Website and Virtual Screening Platform, as well as assisting in the organization and management of volunteers, and coordination of Festival guests.

Responsibilities

Pre-Festival:

- Assisting with outreach to festival guests or representatives to coordinate arrangements
- Contributing to managing all guest tracking documents and databases, ensuring they remain up-to-date
- Creating guest Festival Itineraries documents
- Assisting in the management of guest events
- Monitor and manage volunteer sign ups
- Verify Volunteer Activity
- Manage Volunteer Facebook Group
- Assist in keeping databases in relation to the PFF29 Website & Virtual Screening Platform up to date
- Assist in editing and proofing various Festival platforms
- Other tasks as necessary

Festival:

- Assist in managing guest communications and appearances, as well as guest events
- Assist in keeping PFF29 website and Virtual Platform up to date
- Act as liaison with volunteers; continue to manage volunteers & monitor activity
- Attending Festival meetings and remaining updated on Festival changes
- Other tasks as necessary

Post-Festival:

- Working with other departments to compile report of PFF Virtual Platform
- Organizing wrap-up report on PFF29 guest operations & appearances, with suggestions for improvements

Job Requirements

- Must be able to work remotely in efficient manner
- Highly organized with a distinguished level of attention to detail
- Fluency in Google Drive
- Ability to multi-task; Ability to remain calm and patient in hectic situations
- Very comfortable speaking with new people
- Virtual event experience & fluency in Zoom a plus

Time Requirements

- September-December, 2020
- September & November-December: 2-3 days per week, 11am-5pm
- Full or significantly open availability October 22 – November 1, 2020

Compensation: Unpaid, College Credit Available

To Apply: Email Cover Letter & Resume to: operations@filmadelphia.org | Deadline to apply is August 17, 2020