

PHILADELPHIA FILM FESTIVAL

Position: Programs Ops 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 Programming Ops Intern is tasked with assisting the Festival Programming Team in coordinating details for the Festival related to pending and officially selected films. Tasks include, but are not limited to, materials collection and coordination, and administrative tasks related to the finalization of the PFF29 Virtual Screening Platform.

Responsibilities

Pre-Festival:

- Assisting in database management and compiling information and materials on booked films as needed
- Monitoring and tracking the delivery of film files
- Reviewing and copy-editing information in the PFF29 Virtual Screening Platform, on the PFF Website, and in the schedule for accuracy
- Assisting with pre-festival Guest Services administrative duties as needed

Festival:

- Assist with tech issues in relation to the PFF Virtual Platform
- Assist with Guest Q&As as needed
- Other tasks as needed

Post-Festival:

- Assisting in collecting data in relation to virtual screenings
- Compile screening report(s), detailing attendance, watch-times, and other data deemed necessary

Job Requirements

- Must be able to work efficiently remotely
- Highly organized with a distinguished level of attention to detail
- Working knowledge of Google Drive
- Ability to multi-task and handle multiple projects at once
- Very comfortable speaking with new people
- Ability to remain calm and patient in hectic situations
- Knowledge of film formats a plus
- Fluency in Zoom a plus
- Festival or event experience a plus

Time Requirements

- September - mid-November, 2020
- September & November: 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