

## **FESTIVAL OPERATIONS ASSISTANT**

Position Type: Independent Contractor

Pay: \$3,500.00



Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival (PFF) 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 Festival Operations Assistant provides support for the successful operational and logistical execution of the Philadelphia Film Festival.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **Pre-Festival:**

- Assist with the development, implementation, and evaluation of annual operational plans for PFF including pre-Festival events such as Curators Night and Programmers Panel
- Maintain and monitor Festival Operations deadlines using Asana
- Work with Director of Festival Operations to coordinate delivery of Festival Gift Bag products, ordering of gift bags, and assembly of gift bags
- Assist in finding, finalizing, curating, and preparing Festival Lounge
- Assist in the proofing of the Festival Program Guide
- Additional responsibilities as needed

#### **Festival:**

- Act as in-theater support as needed
- Oversee operations at Festival Lounge
- Oversee miscellaneous operations projects as needed, including but not limited to staff lunches throughout the Festival
- Assist in the preparation and leading of Festival Staff Meetings
- Assist in the setup and operations of all Festival events, including Opening Night, Closing Night, Curators Night, and Programmers Panel
- Additional responsibilities as needed

#### **Post-Festival:**

- Assist in the preparation for and leading of the Festival Wrap Meeting
- Assist in compiling responses from Festival Wrap Meeting and creating cohesive Wrap Report
- Assist in compiling ticketing and events reports for PFF31
- Additional responsibilities as needed

### **TERM & TIME REQUIREMENTS:**

- August-Mid-October: 2 days per week in office, 11 am-5 pm
- Full availability October 19-30, 2022

**SKILLS**

- Strong attention to detail
- Strong organizational skills
- Proficient in Google Docs and Microsoft Office including Word, Excel, and Powerpoint
- Excellent communication skills; comfortable talking to new people
- Resourcefulness, creativity, and strong problem-solving skills
- Ability to collaborate on projects, but also work independently
- Ability to multi-task and work in a fast-paced environment

**QUALIFICATIONS**

- Previous Festival experience a plus
- Previous project management experience a plus
- Fully vaccinated and boosted against COVID-19 by hire date

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.