

SEASONAL FESTIVAL PROGRAMMER

Position type: Independent Contractor

Term: August 15, 2022 - November 1, 2022

Pay range: \$1,500 - \$2,500

Location: Remote except during the Festival



Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center and PFS Bourse 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.

The Programmer will assist in facilitating a seamless operation of the PFS Programming Department leading up to and during the Philadelphia Film Festival. Working directly with the Executive Director, Artistic Director, and Director of Festival Programming, the Programmer will assist in researching and curating the Philadelphia Film Festival, as well as acting as a face of the organization during the Festival. The Programmer will also assist with the maintenance of programming department databases and organizational documents and provides cross-departmental support relating to all programming initiatives.

PRIMARY DUTIES AND RESPONSIBILITIES

- Under the direction of the Director of Festival Programming, screen films submitted to or requested by the Festival, making necessary notes
- Write synopses for the PFF31 Program Guide
- Contribute to editing the PFF31 Program Guide
- Participate in any pre-Festival curator events, including but not limited to Programmer's Panel and Pre-Games
- Throughout PFF31, introduce selected films and moderate post-screening Q&As
- Assist and advise on targeted marketing for Festival films
- Assist Guest Services in hosting guests, as requested

SKILLS

- Strong written and oral communication skills
- Comfort with speaking publicly
- Good time management skills; ability to anticipate and meet deadlines
- Ability to work independently as well as part of a team
- Experience with FilmFreeway a plus

QUALIFICATIONS

- Knowledge of the film industry and independent film
- Knowledge of current trends in film festivals
- Previous experience in film programming
- Previous Film Festival experience a plus

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 based on 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

Philadelphia Film Center | PFS Bourse Theater | Philadelphia Film Festival
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