

FESTIVAL VENUE COORDINATOR

Position Type: Independent Contractor

Pay: \$2,750.00

Location: TBD Festival Venue



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 Philadelphia Film Festival Venue Coordinator is responsible for managing all Festival-related, front-of-house aspects of Festival venues, including but not limited to volunteer staff, crowd control, audience load-in and out, coordinating with the venue's permanent staff, and customer service.

PRIMARY DUTIES AND RESPONSIBILITIES

- Lead pre-show meetings with volunteer staff and ensure that volunteers have all materials and instruction needed
- Assign roles to volunteers and ensure their performance meets expectations
- Manage lines, crowd control, and audience load-in and out
- Ensure the safety of staff, patrons, and clients
- Accommodate patrons with special needs
- Enforce late-seating policies
- Liaise with Festival staff to keep yourself and venue staff updated
- Keep daily Run of Show documentation updated
- Record attendance data
- Liaise with the venue's permanent staff to coordinate intros, projection, and ensure seamless overlap between venue and Festival operations
- Coordinate with PFF Box Officers and PFS Ticketing Manager to ensure timely execution of all ticket sales and Rush line admissions
- Arrive at the venue on time and stay onsite throughout the day until the end of the last festival screening
- Attend at least one (1) staff or volunteer training before the Festival
- Assist at volunteer training sessions, subject to availability
- Other duties, concerning PFF30 venue operations, as needed

TERM & TIME REQUIREMENTS:

- Pre-Festival: Volunteer Training Date TBD
- PFF31: October 19-30, 2022

SKILLS

- Outstanding communications skills
- Comfortable talking to new people
- Strong organizational skills

- Ability to multi-task and work in a fast-paced environment
- Ability to take charge and enforce policies
- Excellent customer service skills
- Resourcefulness, creativity, and strong problem-solving skills

QUALIFICATIONS

- Experience in Venue or Event Management
- Experience mid-size to large teams
- Experience in Film Festivals or the Film Industry 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.