

DEVELOPMENT INTERN

Department: Development

Reports to: Membership Manager

Type: Unpaid Internship



Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS Drive in at the Navy Yard, 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.

ABOUT THE PHILADELPHIA FILM FESTIVAL

The Philadelphia Film Festival showcases more than 100 feature length and short films, welcoming filmmakers and fans from Philadelphia and around the world.

This year, the Philadelphia Film Society will be celebrating a milestone - the 30th Philadelphia Film Festival (October 21-31, 2021). After a year of being virtual, PFF30 will return to theaters, including the newly reopened PFS Bourse Theater, and feature a robust lineup, along with special events and an exciting group of industry guests.

ABOUT PHILADELPHIA FILM SOCIETY INTERNSHIPS

PFS internships are unpaid positions, offered for students who are seeking an opportunity to earn college credit while receiving hands-on experience working with an arts nonprofit.

The PFS Development intern will work directly with membership & development staff in carrying out the organization's fundraising goals. They will have the opportunity to work with development professionals and gain experience in fundraising methods.

PRIMARY DUTIES AND RESPONSIBILITIES

- Supports the Development Department in carrying out PFS's year-round donation, membership, and special-events fundraising goals
- Carries out various research & outreach projects
- Assists with fundraising and other events
- Maintains a working knowledge of PFS's membership program and benefits
- Assists in researching and submitting grant requests
- Promotes the PFS's mission throughout the community
- Philadelphia Film Festival (October 21 to 31):
 - Remains updated on Festival events, updates, and developments
 - Assists patrons, members, and staff at Festival venues & events as needed
 - Attends Festival meetings as necessary
 - *Preference given to applicants who can attend each day of the Festival*
- Other duties as assigned

SKILLS

- Commitment to a high level of customer service
- Experience with database management; DonorPerfect and Agile Ticketing preferred
- Ability to effectively and efficiently handle multiple tasks and projects within a fast-paced environment
- Excellent verbal and written communication skills with exceptional attention to details

PHILADELPHIA FILM SOCIETY

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1412 Chestnut Street | Philadelphia, PA 19102 | www.filmadelphia.org

- Must be able to work independently and as part of a team
- Proficiency in MS Office Suite and Google Suite

QUALIFICATIONS

- Currently enrolled student who is earning credit through their school for their internship with PFS
- Availability to work 11:00 AM - 5:00 PM, two days a week, for the Internship Term: September - December, 2021
- Full or significantly open availability October 21-31, 2021
- Availability to assist with weekend events, if needed

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 which 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.

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