

EVENT STAFF

Department: Venue Operations

Reports to: PFS Drive-In at the Navy Yard Assistant Manager

FLSA: Non-Exempt



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.

PFS Event Staff are responsible for ensuring our guests receive exceptional service. Event Staff are cross-trained in all departments to assist where needed.

PRIMARY DUTIES AND RESPONSIBILITIES

- Serves as the first point-of-contact for patrons, assisting in the redemption of all event ticketing through our ticketing platform
- Scans tickets at event entrances and directs patrons to their allocated parking spot
- Assists with set up and breakdown of various elements including parking area accessories (cones/barriers) as needed
- Enforces MPAA rating system
- Conducts inspections to monitor picture and sound quality, watch for film and content theft, and help maintain a safe quality environment within the parking area
- Reports to the management any problems, discrepancies or unusual situations that arise at the Drive-In
- Cleans parking area at the end of scheduled shows and maintains clean restrooms
- Assists with all opening and closing duties as assigned by management
- Understand and follow local and state social distancing guidelines, and be able to disseminate that information to guests effectively
- Performs other work-related duties as assigned

SKILLS

- An energetic and friendly attitude
- Provides excellent customer service
- The ability to communicate (verbal and written) with all ages, genders, and personalities
- The ability to work in a team environment and independently
- The ability to take and follow direction
- Excellent time management, organizational skills, and attention to detail

QUALIFICATIONS

- Must be at least 18 years of age
- High School Diploma or GED preferred
- Availability to work flexible hours which include evenings, weekends, and holidays
- This position requires prolonged periods of standing, walking, and repetitive motions. All applicants must be able to lift up to 50 lbs.

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.

PHILADELPHIA FILM SOCIETY

Philadelphia Film Center | PFS Bourse Theater | Philadelphia Film Festival
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