

EDUCATION AND PROGRAMMING COORDINATOR

Position type: Full-Time

Pay range: \$42,500 - \$47,500

Location: Hybrid (at least two days a week in the Center City office)



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 Education and Programming Coordinator is responsible for helping to create and sustain successful educational opportunities and programming by working closely with the Community Engagement Manager and reporting to the Director of Education and Programming Manager & Senior Festival Programmer.

PRIMARY DUTIES AND RESPONSIBILITIES

- Handle film tracking databases, screening coordination with venues, invoices, and print sourcing for all year-round curated screenings
- Spearhead contact with schools in Philadelphia and the surrounding counties to schedule and coordinate field trips
- Collect and collate survey data to evaluate the effectiveness of educational initiatives to be used for grant reporting and internal use
- Aid in the maintenance of the PFS Internship Program's outreach and onboarding process, including but not limited to sorting applications, scheduling interviews, assisting in the updating of our internship resource booklet, and helping to ensure a smooth onboarding for PFS Interns
- Initiate and sustain relationships with local organizations, businesses, and arts educators to facilitate partnerships and increase attendance at PFS Education and Community events
- Represent PFS at tabling opportunities, through functions such as college and university activity fairs, Partner screenings, and community events
- Assist the PFS Volunteer Program, including but not limited to recruiting, corresponding with, training, and scheduling volunteers
- Intermittently introduce film screenings
- Contribute to the formation of curated programming
- Assist in the teaching of year-round in-school film field trips and weekend SEL-designed craft activities tied to family films
- Other duties as assigned

SKILLS

- Strong interest in film, and using film as a way to educate and deepen community partnerships
- Comfort speaking in front of audiences and representing PFS at events
- Comfort working with young people
- Ability to work with staff and program participants from diverse communities
- Excellent verbal and written communication skills with exceptional attention to detail
- Ability to work and problem solve independently
- Fluency with Google products and proficiency with technology
- Proficiency in Microsoft Office suite

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- Ability to effectively and efficiently handle multiple, simultaneous, and complex tasks and projects within a fast-paced context

QUALIFICATIONS

- Associate degree required (B.A. or B.S. preferred)
- A strong analysis around issues of equity, diversity, inclusion, and antiracism
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills which support and enable sound decision making
- Experience having worked with a high-performance, collaborative, constructive peer group
- Personal qualities of integrity, credibility, and a commitment to and passion for PFS's mission
- Experience and familiarity with Philadelphia and the cultural community a plus
- Fully vaccinated and boosted against COVID-19 by hire date

Salary and benefits are competitive and commensurate with experience. 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.

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