

PHILADELPHIA FILM FESTIVAL

Position: PFS On Us / Outreach Intern | 26th Philadelphia Film Festival (October 19-29, 2017)

Department: Marketing

Intern Summary: The Philadelphia Film Festival (PFF) is an 11-day international film festival that screens over 100 films and hosts special events, Q&As, and industry guests.

PFS On Us: Each year during the annual Philadelphia Film Festival, PFS on Us allows PFS to bring together a diverse mosaic of Philadelphians as part of non-profit organizations, arts and cultural groups, universities, and the general public to experience the transformative power of film at no cost to participants

Responsibilities

Pre-Festival:

- Create and update outreach database to organizations, groups, and institutions
- Outreach and communication to organizations, groups, and institutions
- Plan and execute a process for printing and mailing tickets to registered groups
- Become familiar with Patron Manager ticketing
- Assist in creation of PFS On Us materials and collateral
- Assist in outreach and communication for year-round access opportunities
- Assist in marketing and publicity efforts for PFS On Us program
- Assist in Festival Marketing as needed
- Assist in general outreach and with partnerships as assigned

Festival:

- Liaise with Operations staff to ensure PFS On Us materials are in venues
- Serve as a point of contact for PFS On Us questions
- Assist in venues at PFS On Us screenings as needed
- Attending Festival meetings and remaining updated on Festival changes
- Coordinating with Marketing department to ensure all needs for screenings are met
- Assisting Festival Operations and Marketing when needed
- Facilitate late group orders of PFS On Us tickets

Post-Festival:

- Compiling PFS On Us data; Assist Development team in compiling metrics
- Completing comprehensive PFS On Us report
- Assisting Marketing team with wrap-up
- Assisting in all follow-up, including acknowledgements, and gathering testimonials

Job Requirements: Highly organized, mastery of excel/ Google drive, attention to detail, multi-tasking ability and the proven ability to meet deadlines on a consistent basis in a fast-paced environment, proven ability to prioritize and manage multiple projects and timelines, comfortable with public speaking, prior experience in grassroots organizing and familiarity with Philadelphia school system preferred. Minimum Junior/Senior in undergrad education/teaching, social work, communications

Time Requirements

- August-December, 2017
- Full or significantly open availability October 19-29, 2017
- August-Mid-October: 2-3 days per week in office, 11am-5pm

Compensation: Unpaid, College Credit Available

To Apply: Email Cover Letter & Resume to: internships@filmadelphia.org **Deadline to apply is July 11, 2017**