

# PHILADELPHIA FILM FESTIVAL

**Position:** Event Photographer/Videographer & Photo Cataloguer | 27<sup>th</sup> Philadelphia Film Festival (October 18-28, 2018)

**Reports to:** Marketing Manager & Festival and Events Director

**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.

The photo intern is responsible for photographing venues and events throughout the Philadelphia Film Festival and managing PFS's collection of photographs. The photo intern would work closely with the Marketing team to outline and execute a photography plan.

## Responsibilities

### Pre-Festival:

- Become familiar with Philadelphia Film Society's social media presence
- Catalogue and organize PFS's collection of photos
- Work with Marketing & Festival team to establish how Festival photos will be utilized
- Work with Marketing & Festival team to create strategic plan for photography at Festival
- Complete schedule for Festival photography
- Become familiar with Philadelphia Film Society website
- Photograph PFS events as needed, and organize photos
- Create shot list based on each department's needs
- Assist in non-Festival updates as needed

### Festival:

- Maintain and execute Festival photography & videography schedule
- Organize all photos and videos each a day and forward to Marketing team
- Attend Festival meetings and remain updated on Festival changes

### Post-Festival:

- Compile and organize all photos
- Work closely with Marketing & Festival team to utilize photos
- Create packages for misc. departments for future use based on their needs/shot lists
- Aid in the wrap-up of the Festival

## Job Requirements

- Photographer must be a junior or senior in college
- Photography experience
- Photographer must be in possession of appropriate camera equipment and editing software is necessary
- Knowledge of Adobe Creative Suite
- Knowledge of social media outlets
- Portfolio for review during the hiring process
- Experience as an event photographer a plus

## Time Requirements

- August-December, 2018
- Full or significantly open availability October 18-28, 2018
- August-Mid-October: 1 day per week in office, 11am-5pm

**To Apply:** To apply, send cover letter, portfolio and resume to [internships@filmadelphia.org](mailto:internships@filmadelphia.org). **Deadline to apply is July 16, 2018**