



Position: Programming Internship | Spring 2019

Reports to: Programming Associate & Director of Film Operations

Intern Summary

The Philadelphia Film Society creates opportunities for diverse communities to experience film through initiatives that inspire, educate, challenge, and entertain. The Philadelphia Film Festival, produced by the Philadelphia Film Society, is an 11-day celebration of independent and international film with screenings, special guests, and events.

The Programming Intern would assist the Programming Associate with a variety of programming projects, including organizing PFS's monthly local film series Philly Film Showcase, assisting with the planning and execution of the 3-day festival PFF SpringFest, and managing submissions for the 28th edition of the Philadelphia Film Festival.

Responsibilities

- Organize and manage Philly Film Showcase submissions
- Screen and evaluate submissions based on Programmer rubric
- Assist in collecting materials for each Philly Film Showcase event
- Transcribe and edit interviews with Philly Film Showcase filmmakers
- Research programming possibilities for various PFS initiatives
- Organize and manage Philadelphia Film Festival submissions
- Other duties as assigned

Time Requirements

- Internship Term: January-May 2019
- Availability during SpringFest: April 12-14
- 2 days/week in office + some evenings
- Hours in Office: 11am-5pm

Job Requirements

- Must be a junior or senior in college, studying film and/or media arts
- Knowledge of and interest in film
- Must be comfortable working independently
- Excellent writing and communication skills
- Fluent in Google Docs

Compensation: Unpaid, College Credit

To Apply: Send cover letter and resume to internships@filmadelphia.org.