



Position: Programming Internship

Reports to: Programming Associate

Intern Summary

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 PFS's monthly Philly Film Showcase, a screening of films from local filmmakers. The programming intern would also assist the Programming Associate in the beginning stages of planning for the 28th Philadelphia Film Festival.

Responsibilities

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

Time Requirements

- Internship Term: May-August 2019
- 2 days/week in office + some evenings
- Hours in Office: 11am-5pm

Job Requirements

- Programming experience a plus
- Must be comfortable working independently
- Extraordinary communication skills
- Knowledge of Film Freeway and Withoutabox a plus
- Fluent in Google Docs

Compensation: Unpaid, College Credit

To Apply: Send cover letter and resume to internships@filmadelphia.org. | **Deadline to Apply:** April 5, 2019