Position: Programming Ops Intern | 26th Philadelphia Film Festival (October 19-29, 2017)

Department: Programming

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 Programming Ops Intern is tasked with aiding the Festival Programming Team in coordinating all programming and print trafficking details for the Festival.   The Programming Ops Intern will also be responsible for assisting in the smooth running of Festival Student Screenings.

Responsibilities
Pre-Festival:
- Assisting in the creation of the Festival Run of Show
- Assisting in compiling film details
- Monitoring and tracking the arrival of film prints
- Coordinating schedule of films and transportation of film prints
- Keeping film prints organized prior to the Festival
- Delivering and retrieving prints from the post-production house
- Assisting in tracking of pre-show trailers and commercials
- Assisting Programming Team in Quality Control and ensuring all film prints play correctly

Festival:
- Ensuring all film prints are at venues when needed and retrieved
- Keeping track of all film prints and ensuring that they remain in good condition
- Attending Festival meetings and remaining updated on Festival changes
- Liaising between venue staff and Festival staff regarding film prints
- Assisting Programming Team when needed
- Attend all student screening and finalize screening prep
- Liaise with Operations staff to ensure student screenings materials are in venues
- Coordinating with Education Coordinator to ensure all needs for screenings are met
- Assist in coordinating on-site logistics at student screenings
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Post-Festival:
- Collecting all film prints from theaters
- Returning all prints to filmmakers and distributors in a timely manner
- Assisting Programming Team in Festival wrap up
- Compiling student screening data
- Completing student screening report
- Assisting Programs & Education team with wrap-up
- Assisting in all follow-up, including acknowledgements, and gathering testimonials

Job Requirements
- Organizational skills and attention to detail needed
- Knowledge of Google Docs
- Ability to multi-task
- Comfortable speaking with new people
- Ability to remain calm in hectic situations
- Ability to get around the city
- Knowledge of film formats a plus
- Having a car or bicycle a plus
- Festival experience a plus
- Ability to carry at least 20 pounds

Education: Minimum Junior in Film/Media Studies/Communications

Time Requirements
- October-November, 2017
- Full or significantly open availability October 19-29, 2017
  - Must be available 9am-12pm during Festival for Student Screenings prior to working with Print Trafficking
- Pre & Post Festival: 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**