



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

Department: Festival & Events / Operations / 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. The Web Intern is tasked with aiding the Festival Director, Film Operations Director, & Marketing Manager with creating, maintaining, and updating the Festival website, and accompanying sites.

Responsibilities

Pre-Festival:

- Become familiar with past festival sites, Sched, and Festival genius
- Become familiar with Philadelphia Film Society website
- Create and update Google Doc spreadsheet of web work to be done
- Draft and/or edit informational pages about the Festival
- Assist in building Festival website and schedule
- Test/troubleshoot Philadelphia Film Society and Festival website when needed
- Assist in non-Festival updates as needed

Festival:

- Make web updates as needed in a timely manner
- Correspond with Ops & Marketing Teams to ensure all information on web is correct
- Attend Festival meetings and remain updated on Festival changes
- Assist in venues and with non-Festival web updates as needed
- Serve as a point of contact for any web-related questions or inquiries

Post-Festival:

- Update Festival site with post-festival information and media
- Aiding in the wrap-up of the Festival
- Compile report of web efficiency and functionality
- Assist in transition of Festival website, and archiving of information
- Assist in compiling web metrics

Job Requirements

- Organizational skills and attention to detail a must
- Ability to work within strict deadlines
- Knowledge of Word Press
- Proficiency in HTML
- Proficiency in Microsoft Excel
- Ability to multi-task
- Ability to remain calm under pressure
- Proofreading experience a plus
- Experience with Photoshop; formatting & resizing of images

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**