



## **33rd Philadelphia Film Festival Internship**

September 16 - November 15, 2024

### **About the Philadelphia Film Society:**

The Philadelphia Film Society (PFS) is the region's home for classic and contemporary film presentation, education, entertainment, and community building. A nonprofit, community-supported organization, PFS produces the acclaimed Philadelphia Film Festival, curates an extensive year-round film program celebrating the past and future of world cinema, and provides education and community outreach programs, all serving to raise awareness of film as an important art form and vital piece of Philadelphia's arts and culture community.

### **Description:**

The Film Society is seeking four (4) seasonal interns to assist with the preparation of our 33rd Philadelphia Film Festival. These are part-time hybrid positions with paid stipends in the areas of Film Festival Operations & Administration, Technical Support, Documenting & Video Editing, and Film Education & Community Engagement. The position includes a stipend and students enrolled at an accredited university can receive academic credit.

### **Internship Overview & Objectives:**

The Festival internship is an opportunity for college-age young adults (18-24). During this 9-week internship, interns will spend three weeks learning about the Philadelphia Film Society through a series of research objectives, informational interviews, job shadowing, and attendance of PFS programming meetings.

Festival interns will gain hands-on experience in Festival Operations throughout the 33rd Philadelphia Film Festival. Working primarily with the Education & Community Department, interns will assist with organizing and promoting events, content creation, marketing, badges and operations, partner relationships, volunteer support, data tracking, and/or managing day-of needs for Festival-related programs.

### **Qualifications:**

Film Society internships are ideal for those interested in gaining a deeper insight into Film Festival planning and how the Film Society works to raise awareness of film as an important art form and vital piece of Philadelphia's arts and culture community. Interns must be able to work in a fast-paced environment and have knowledge and experience in one of the following areas: social media content creation, video editing, film technology, event planning, administration, volunteering, people management, and/or community engagement. Ideal candidates will have knowledge of Google Suite, Instagram and Canva.

### **Compensation:**

Our internships are stipend positions offered to young adults seeking hands-on experience working with an arts nonprofit. The full stipend is \$1,000 split into two payments of \$500. Transportation support is available.

### **Commitment:**

Interns must be able to dedicate 12 hours/week between to this position, including one shift per week on-site the hours of 11:00 AM and 5:00 PM Monday through Friday. Hours and in-person demands will increase during the Philadelphia Film Festival (October 17-27). During the Festival, interns will be expected to be on-site to attend events and weekend or evening screenings as needed.

**Schedule:** This hybrid internship requires three 4-hour shifts per week, one of which must be on-site on Tuesday or Thursday. During Week 2 of orientation (the week of September 23) and the Philadelphia Film Festival (October 17-27), interns will be fully in-person. Interns can choose their remote hours as long as they fall within working hours (Monday-Friday, 11:00 AM - 5:00 PM).

Monday afternoon team meetings (virtual):	1-2 hours
MWF Work Time (virtual):	6-7 hours total
TU or TH Office Time (in-person):	4 hours

## **Tentative Schedule:**

### **Orientation**

- **Week One - September 16:** PFS 101 - Introduction to Internship & the Film Society
  - Day 1: About PFS, Internship Objectives, Google Suite
  - Day 2: Meet the Staff, Department Orientation Session #1
  - Day 3: Community & Education Festival Events, A Look at PFF32
- **Week Two - September 23:** PFS 101 - Introduction to the Departments
  - Day 1: Overview of Staff Contact, Partner & School Outreach
  - Day 2: Department Orientation Session #2
  - Day 3: Deliverables Submission & Review
- **Week Three - September 30:** FEST 101 - Introduction to the Philadelphia Film Festival
  - Day 1: Department Orientation #3
  - Day 2: Volunteer & Festival Support
  - Day 3: Papering, PFS On Us, Field Trips

### **Hands-On Experience**

- **Week Four - October 7:** FEST Prep - PFS On Us, Field Trips, Special Events
- **Week Five - October 14:** FEST Prep - Mix n Meet, Badges
- **Week Six - October 21:** FEST - Slow Sellers & Volunteer Support
- **Week Seven - October 28:** FEST Recap - Data Tracking & Reporting
- **Week Eight - November 4:** FEST Recap - Debriefs, Thank Yous, Follow Up
- **Week Nine - November 11:** Internship Wrap-Up - Restaurant Week, Data Reports

Interested applicants should send their resume and cover letter to [community@filmadelphia.org](mailto:community@filmadelphia.org) by Monday, August 19. Applications will be reviewed on a rolling basis until all available positions are filled.