

## SEASONAL FESTIVAL PROGRAMMER

Department: Programming

Reports to: Artistic Director & Director of Programs

Type: Independent Contractor



Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS Drive in at the Navy Yard, the Philadelphia Film Society (PFS) raises awareness of film as an important art form in Philadelphia and serves as a vital piece of the city's arts and culture community.

The Programmer will assist in facilitating a seamless operation of the PFS programming department leading up to and during the Philadelphia Film Festival. Working directly with the Executive Director, Artistic Director, Director of Programs, and Programming Manager, the Programmer will assist in researching and curating the Philadelphia Film Festival, as well as acting as a face of the organization during the Festival. The Programmer will also assist with the maintenance of programming department databases and organizational documents and provides cross-departmental support relating to all programming initiatives.

### PRIMARY DUTIES AND RESPONSIBILITIES

- Under the direction of the Programming Manager, screen films submitted to or requested by the Festival, making necessary notes
- Write synopses for the PFF30 Program Guide
- Contribute to editing PFF30 Program Guide
- Participate in any pre-Festival curator events, including but not limited to Programmer's Panel and Pre-Games
- Throughout PFF30, introduce selected films and moderate post-screening Q&As
- Assist and advise on targeted marketing for Festival films
- Assist in the creation of trailers or promotional videos for the Festival, as requested
- Assist Guest Services in hosting of guests, as requested

**TERM:** August 1, 2021 - November 1, 2021

### SKILLS

- Strong written and oral communication skills
- Comfort with speaking publicly
- Good time management skills; ability to anticipate and meet deadlines
- Ability to work independently as well as part of a team
- Experience with Film Freeway a plus

### QUALIFICATIONS

- Knowledge of the film industry and independent film
- Knowledge of current trends in film festivals
- Previous experience in film programming
- Previous Film Festival experience a plus

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment. PFS is an Equal Opportunity Employer. Recruitment, hiring, promotions and other terms, conditions and privileges of employment shall be maintained in a manner which does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local legislation.