

## **PROGRAMS & EVENTS ASSISTANT**

Department: Festival

Reports to: 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 Programs department is responsible for the planning and execution of the Philadelphia Film Festival by overseeing and/or coordinating with various departments including, but not limited to, Programming, Venues, Marketing, Guest Services, and Development. The Programs Department is also responsible for the planning and execution of all Festival Special Events including Opening & Closing Night Parties and the Festival Lounge. The Programs & Events Assistant will work directly with the Director of Programs to plan Festival events, ensure that the Festival as a whole runs smoothly, and see that all departments' needs are met.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### Pre-Festival:

- Becoming familiar with Festival & Events operations, needs, timeline, etc.
- Assisting in the organization of all Festival Events, including Opening, Closing, and Curators Night
- Maintaining and monitor timeline
- Working with Events Intern to oversee submissions, correspondence, construction, and needs for Festival Gift Bags
- Assisting in finding, finalizing, curating, and preparation of Festival Lounge
- Becoming familiar with all special events operations and needs
- Attending Breakout Meetings as necessary
- Overseeing miscellaneous operations projects as needed, including but not limited to staff lunches throughout Festival
- Assisting in the proofing of Festival Program Guide
- Additional responsibilities as needed

#### Festival:

- Act as in-theater support as needed
- Oversee operations at Festival Lounge
- Oversee miscellaneous operations projects as needed, including but not limited to staff lunches throughout Festival
- Assist in the preparation and leading of Festival Staff Meetings
- Assist in the setup and operations of all Festival events, including Opening, Closing, and Curators Night
- Additional responsibilities as needed

#### Post-Festival:

- Assist in the preparation for and leading of the Festival Wrap Meeting
- Assist in compiling responses from Festival Wrap Meeting and creating cohesive Wrap Report
- Assist in compiling ticketing and events reports for PFF30
- Additional responsibilities as needed

### **TERM & TIME REQUIREMENTS:**

- August-November, 2021
- Full availability October 21-31, 2019

- August-Mid-October: 2 days per week in office, 11 am-5 pm

## **SKILLS**

- Strong attention to detail
- Strong organizational skills
- Proficient in Google Docs and Microsoft Office including Word, Excel, and Powerpoint
- Excellent communication skills; comfortable talking to new people
- Resourcefulness, creativity, and strong problem solving skills
- Ability to collaborate on projects, but also work independently
- Ability to multi-task and work in a fast paced environment

## **QUALIFICATIONS**

- Previous Festival experience a plus
- Previous project management 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 that 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.