

## **MARKETING & COMMUNICATIONS INTERN**

Department: Marketing & Communications

Reports to: Director of Communications & Digital Media

Type: Unpaid Internship



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.

### **ABOUT THE PHILADELPHIA FILM FESTIVAL**

The Philadelphia Film Festival showcases more than 100 feature length and short films, welcoming filmmakers and fans from Philadelphia and around the world.

This year, the Philadelphia Film Society will be celebrating a milestone - the 30th Philadelphia Film Festival (October 21-31, 2021). After a year of being virtual, PFF30 will return to theaters, including the newly reopened PFS Bourse Theater, and feature a robust lineup, along with special events and an exciting group of industry guests.

### **ABOUT PHILADELPHIA FILM SOCIETY INTERNSHIPS**

PFS internships are unpaid positions, offered for students who are seeking an opportunity to earn college credit while receiving hands-on experience working with an arts nonprofit.

The Marketing Intern will assist the Marketing & Communications team in all aspects of day-to-day marketing strategies and campaigns for PFS venues, programs, events, and fundraising initiatives.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Becomes familiar with year-round programs, events, venues, and overall PFS brand
- Contributes to the overall marketing strategy and direction by assisting in the creation and implementation of dedicated communication and promotional plans for year-round programs, festivals, and fundraising initiatives
- Adheres to branding guidelines
- Contributes to marketing campaigns by providing content messaging, coordinating with team members, managing deadlines, and communicating with key stakeholders
- Contributes to writing, editing, and proofing of marketing materials, web content, social media posts, blogs, and online advertising
- Develops niche database and distribution lists
- Posts program and event listings on various online websites
- Distributes timely program guides and flyers
- Remains updated on Festival events, updates, and developments
- Attends Festival meetings as necessary
- Other duties as assigned

### **SKILLS**

- Ability to effectively and efficiently handle multiple tasks and projects within a fast-paced environment
- Excellent verbal and written communication skills with exceptional attention to details
- Must be able to work independently and as part of a team

#### **PHILADELPHIA FILM SOCIETY**

Philadelphia Film Center | PFS Bourse Theater | Philadelphia Film Festival  
1412 Chestnut Street | Philadelphia, PA 19102 | [www.filmdelphia.org](http://www.filmdelphia.org)

- Proficiency in MS Office Suite and Google Suite

## **QUALIFICATIONS**

- Currently enrolled student who is earning credit through their school for their internship with PFS
- Availability to work 11:00 AM - 5:00 PM, two days a week, for the Internship Term: September - December, 2021
- Full or significantly open availability October 21-31, 2021
- Availability to assist with weekend events, if needed

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.

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