

PHILADELPHIA FILM FESTIVAL

Position: Festival Events Intern | 27th Philadelphia Film Festival (October 18-28, 2018)

Department: Operations & Events

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 Festival Events Intern would be responsible for aiding the Festival & Events Director in coordinating Festival events including, but not limited to Opening Night, Closing Night and the PFF27 Festival Lounge.

Responsibilities:

Pre-Festival:

- Assisting Festival & Events Director in creating event outlines
- Tracking of event timelines and checklists and keeping shared events calendar up-to-date
- Creating and updating database of vendors, sponsors, and contacts for each event
- Compiling documents for event binder
- Research of and outreach to vendors, outlets, and perspective donors
- Contributing ideas on ways to eventize PFF27 Festival Lounge
- Assisting in liaising with vendors, event coordinators, and PFS departments regarding event planning
- Assisting in creating and compiling event materials
- Tracking donations towards and constructing VIP gift bags

Festival:

- Assisting in managing on-site logistics at Festival events, including set up and breakdown
- Assist in coordination and execution of event guest registration
- Assist in set-up for PFF27 Festival Lounge and HQ
- Organizing materials for events
- Coordinating with Festival & Events Director to ensure all needs are met
- Serving as a point of contact for all events volunteers and training all events volunteers on site
- Assist in managing events in PFF27 Festival Lounge
- Maintain up-to-date documents for events binders, including spreadsheets, paperwork, and timelines
- Attend all Festival meetings and keep up-to-date on Festival changes

Post-Festival:

- Assist Festival & Events Director in wrap-up, including reports, follow-up and acknowledgement
- Complete all events binders
- Assist in dismantling Festival Lounge and HQ

Job Requirements:

- Ability to work in fast-paced, deadline-oriented environment
- Great communication skills and an eye for detail
- Previous event experience a plus
- Ability to multi-task, follow instructions and work independently
- Proficient in Google Docs and Microsoft Office

Time Requirements

- August-December, 2018
- Full or significantly open availability October 18-28, 2018
- 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 16, 2018**