

PHILADELPHIA FILM FESTIVAL

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

Department: Operations

Position 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 Operations Assistant is tasked with aiding the Festival Operations Team in coordinating Venue, Volunteer, and Credential details in the months leading up to and during the film festival. During the Festival, Operations Assistant will be responsible for helping Venue staff and volunteers to smoothly run Festival venues, and ensuring that appropriate credentials are complete and delivered.

Responsibilities

Pre-Festival:

- Become proficient in PFF27 credentialing process, including but not limited to the recording, production, and distribution of Festival Badges
- Maintain badge spreadsheet, wherein badge sales, production, and pick up are recorded, ensuring that the document is neat and clear to co-workers
- Tracking and maintaining all credentialing supplies
- Assist Film Operations Director in coordination and completion of master Run of Show document
- Assist Film Operations Director in creating system for Daily Venue Paperwork to be delivered
- Outreach to schools and volunteer agencies regarding potential volunteers
- Coordination of Venue supplies and equipment
- Attending meetings and walk-throughs at Festival venues
- Organization of data and timelines leading up to the Festival
- Compiling box office and venue materials

Festival:

- Corresponding with volunteers regarding reminders and shift changes
- Assisting in venues as necessary
- Generation, printing and delivery of all Daily Venue Paperwork
- Aiding venue managers in smooth operations of festival venue
- Attending Festival meetings and remaining updated on Festival changes
- Monitoring venues to ensure venue/venue manager needs are met
- Liaising between venue managers and Festival staff and troubleshooting problems
- Additional Tasks as necessary

Post-Festival:

- Compiling credential data
- Breaking down Festival venues
- Reporting to Festival staff on venue/volunteer operations
- Aiding in the wrap-up of the Festival

Job Requirements

- Organizational skills and attention to detail a must
- Ability to multi-task
- Ability to remain calm under pressure
- Ability to work in a fast-paced environment
- Experience with Google Suite and Microsoft Excel
- Proofreading experience a plus
- Experience in theaters a plus

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

To Apply: Email Cover Letter & Resume to: operations@filmadelphia.org **Deadline to apply is July 20, 2018**