



**Position:** Programming Ops Intern | 27<sup>th</sup> Philadelphia Film Festival (October 18-28, 2018)

**Department:** Programming

**Intern Summary:** The Philadelphia Film Festival (PFF) is an 11-day international film festival screening more than 100 of the year's best films complete with special events and Q&As featuring visiting filmmakers and other industry guests. The Programming Intern is tasked with assisting the Festival Programming Team in coordinating details for the Festival related to all confirmed films including administrative, materials coordination, and program operation duties.

### Responsibilities

#### Pre-Festival:

- Assisting in database management and compiling information and materials on booked films as needed
- Monitoring and tracking the arrival of film prints
- Labeling and maintaining organization of all film prints
- Reviewing and copy-editing information in the Festival program guide and schedule for accuracy
- Assisting with pre-festival Education administrative duties as needed
- Assisting with pre-festival Guest Services administrative duties as needed

#### Festival:

- Primary team member responsible for transporting film prints between screening venues
- Liaising between venue staff and Festival staff regarding film prints
- Assisting with managing the location of film prints and ensuring that they remain in good condition
- Assisting in coordinating on-site logistics for student screenings
- Attending and assisting with on-site operations for all student screenings
- Assisting the Programming team including Guest Services and Education with other tasks as needed

#### Post-Festival:

- Collecting all film prints from theaters
- Assisting with administrative and coordination duties regarding returning all prints to filmmakers and distributors
- Compiling student screening data and completing student screening report
- Assisting Programming Team including Guest Services and Education with other Festival wrap tasks as needed

### Job Requirements

- Highly organized with a distinguished level of attention to detail
- Working knowledge of Google Drive
- Ability to multi-task and handle multiple projects at once
- Very comfortable speaking with new people
- Ability to remain calm and patient in hectic situations
- Ability to get around the city quickly and efficiently in all weather
- Knowledge of film formats a plus
- Festival or event experience a plus
- Ability to carry at least 20 pounds
- Laptop required

### Time Requirements

- September-November, 2018
- Pre & Post Festival: 2-3 days per week in office, 4-6 hours per day, flexible
- Full or significantly open availability daytime and evening during the Festival (October 18-28, 2017). Must be available 9am-12pm for Student Screenings.

**Compensation:** Unpaid, College Credit Available

**To Apply:** Email Cover Letter & Resume to: [internships@filmadelphia.org](mailto:internships@filmadelphia.org) **Deadline to apply is July 16, 2018**