



PHILADELPHIAFILMSOCIETY

Philadelphia Film Society
Attn: Volunteer Coordinator
1600 N 5th Street
Philadelphia PA 19122

Volunteer@filmadelphia.org

The Philadelphia Film Festival is an annual event, organized by the Philadelphia Film Society. The Festival welcomes international filmmakers and film-lovers to venues around the city for screenings and special events. In order to ensure that the festival runs smoothly, we need dedicated volunteers like you!

We have a variety of volunteer opportunities available:

Theatre Operations – Ushers & Greeters: The Theatre Operations Volunteers operate each theatre, from ticket scanning to crowd control. They are prepared to assist hundreds of people with their exceptional customer service skills – showing them where to line up, helping them into the venue, to their seats, and with their questions. Each venue will have a volunteer manager that will help coordinate tasks and liaise with the festival staff.

Box Office: Box Office Volunteers assist patrons at all of our venue locations for cash and credit card sales, while working with online, on-site ticketing software. If you are able to multi-task while keeping cool, efficiently handle and reconcile sales sheets, and work with computers – you are the perfect person for this position!

Hospitality & Transportation Services*: If you have an outgoing personality, a car with an excellent driving record, and know your way around the city - this may be the job for you! Hospitality & Transportation volunteers assist our Guest Services Director in getting festival guests and filmmakers to and fro during their stay in Philadelphia. In this position, you will become very familiar with places such as Philadelphia International Airport, 30th Street Station, local hotels and restaurants, and famous personalities. (*We reserve the right to screen all volunteers applying for this position.)

Special Events: Special Events volunteers will help with setup and décor, breakdown and wrap up of festival events, as well as greeting, ticketing, tracking, and directing patrons in attendance. As we will be serving alcoholic beverages at most events, these volunteers must be 21 years of age or older- no exceptions.

Venue Manager: The Manager is the primary position at the venue. Duties include overseeing the volunteer staff by logging in attendance on the box office sheet, assigning duties and break times. More importantly, the Manager is in charge of traffic flow: managing the lines, determining when the audience can enter a theatre, maintaining crowd control and handling all issues and complaints.

The Manager NEVER sees the films on their shifts. **If you are interested in becoming a Venue Manager, please include an overview of previous managerial experience.** We are only offering this as a volunteer position at this time.

If you're interested in becoming a volunteer, please complete the Volunteer Application found on our website and email it to Volunteer@filmadelphia.org or mail to the address above. We will be releasing the locations for the training sessions in the near future.