

Event Staff

Philadelphia Jewish Film and Media (PJFM) is seeking passionate **Event Staff** to help at the organization's in-person events. Event Staff will be supervised by Box Office Managers and hold a variety of tasks, from event set-up and breakdown, ushering, selling tickets, and distributing and collecting film ballots at the theater.

This is a temporary seasonal position for PJFM's upcoming programs, including its annual spring series, **Lindy SpringFest 2024 (April 4-7)**, and other special events.

Primary Responsibilities:

- Assist with event set-up and breakdown, which may include reception preparations.
- Selling tickets at the box office.
- Ushering, including greeting customers and escorting them in the direction of the theater.
- Distribute and collect film ballots before and after a film.
- Click how many attendees there are as they enter the theater.

Qualifications and Requirements:

- Proficiency in customer service.
- Experience with volunteering is preferred.
- Access to transportation to select in-person events.
- Ability to lift 25 lb and stand for long periods of time.
- Interest in film and/or film festivals is preferred, but not required.

Event Staff should be prepared to work most of the events during the festival, which may span 4-12 hours in one day. These hours are flexible and depend on Event Staff's availability. Certain staff, for example, may be required to stay for a film to collect ballots at the end. During Lindy SpringFest 2024, screenings and events will take place in the afternoons and evenings for those four days.

This is a paid position, and Event Staff will be paid hourly (\$15).

Interested candidates should submit their resumé and cover letter to info@phillyjfm.org. No phone calls, please. Please put "Event Staff" in the subject line. PJFM will respond to candidates whose qualifications are best aligned with the job.

Philadelphia Jewish Film and Media is an Equal Opportunity Employer and committed to diversity and equal opportunity in recruitment and hiring. Qualified candidates of all backgrounds are welcome and encouraged to apply for this position.