

GPJFF38 Fall Festival Box Office Staff

The Gershman Philadelphia Jewish Film Festival (GPJFF) seeks Box Office Staff for its 38th annual two-week Fall Festival, taking place November 3-18 at select venues throughout Philadelphia and the surrounding suburbs, including Gershman Hall (401 S. Broad Street). GPJFF presents one to four screenings per day and will need enthusiastic and energetic box office staff to fill various key positions at its events.

Duties and Responsibilities

- Sell tickets and assist patrons at the box office
- Provide excellent customer service
- Be able to communicate professionally over the phone with customers
- Ability to work 10-20 hours a week in our office in the weeks precluding the festival (see dates below)
- Ability to work at least 40 hours a week during the Fall Fest

Duties and responsibilities may also include:

- Collect tickets at the door
- Hand out film ballots at the door
- Greet patrons
- Assist patrons with seating and make sure reserved seats are held for the intended people
- Handle microphones on both sides of the theater during any post-film Q&A
- Collect film ballots from patrons as they exit the theater

If selected, you will be asked to attend one of two training sessions in the weeks precluding the festival. Attendance is mandatory. Must be able to get to all venues.

Start Date: October 8 – November 19, 2018 (flexible)

Employee Status: Temporary Paid

To apply: Please email a resume, cover letter, and references to Matt Bussy, Festival Manager, at mbussy@pjff.org.
