



French Quarter Festivals, Inc.

Call for: Festival Production Intern (Spring Semester)
Start date: January, 2019
Reports to: AJ Gaulton, Operations and Festival Production Manager, (504) 227-3120 or AJ@fqfi.org

This non-paid internship is an invaluable learning opportunity for someone interested in large-scale live event production. The candidate must be detail-oriented, possess strong communication skills, and be a 'can-do' member of the French Quarter Festivals, Inc. team. He/she will assist in all logistics in producing the 2019 French Quarter Festival, presented by Chevron. Candidate must have reliable transportation and be capable of lifting up to 25 lbs.

January through March, 2019, PRE-FESTIVAL: Weekly in-office hours, flexible schedule

- Learn the festival footprint, critical suppliers and site owners, and department responsibilities
- Create, update, and monitor contact lists, maps, and schedules (weekly)
- Inventory management (bins of equipment, signage, supplies, etc.)
- Assist in preparation of, and participate in meetings with suppliers and staff
- Assist in the parking process for all necessary staff, suppliers, and sponsors
- Credential creation, management, and distribution

April 1-10, 2019, LOAD-IN: schedule can be flexible

- As many days the candidate can work is encouraged. Work will be on your feet outdoors
- Assist with banners and signage, equipment placement, communication across all departments
- Direct the placement of infrastructure, and instruct suppliers as necessary
- Monitor production schedule and parking operations for on-time and efficient execution

April 11-14, 2019, FESTIVAL: (required)

- Participate as a credentialed member of the Festival Production Department, assisting in a variety of ways:
 - Moving supplies, signage, equipment, or people (via golf cart) anywhere within the festival footprint
 - Representative of FQFI Operations Department tackling potential incidents and issues
 - Monitoring site operations, crowd activity, parking operations

April 15-17, 2019, LOAD OUT: (if available)

- Assist in removing signage, equipment, supplies from festival sites back FQFI offices

**To Apply – Please send resume and cover letter to aj@fqfi.org no later than December 1st, 2018

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