



Emily Madero, President & CEO

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Becca Schick, Development & Merchandise Manager

French Quarter Festivals, Inc.

Call for: **Development Intern (Fall Semester/Spring Semester)**
for the *2019 French Quarter Festival presented by Chevron*

Start Date: November 2019

Respond to: Becca Schick, Development & Merchandise Manager 504-227-3126 or rschick@fqfi.org

This is a non-paid internship, but will be an invaluable learning opportunity for someone interested in large-scale special event production, non-profit work, and areas of fundraising and sponsorship/development. Flexibility, willingness to take on any task, ask questions, and be a team player is of utmost importance.

PRE-FESTIVAL: Weekly office hours are flexible.

- Assist in preparation of, and participation in meetings with staff and vendors
- Cold call businesses and individuals to solicit funds for our Musician Sponsorship Program & VIP Program (Fest Family)
- Database management for the Fundraising Programs
- Create and update spreadsheets, files, binders, and bins
- Collect, sort, organize and label sponsor banners for distribution
- Create deliverable bags/assist in delivering
- Organize and coordinate Fest Family programs

DURING FESTIVAL: April 11-14, 2019 – Must be available all day each day of event

- Manage operations for one of the Fest Family areas
- Interact with Fest Family members



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

Showcasing New Orleans Culture and Heritage Since 1984!