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Sabrina Cutaia,
Volunteers & Special Events Programming Manager

French Quarter Festival, presented by Chevron 2019

Start date: January, 2019

Festival Dates: Thursday April 11th – Sunday April 14th, 2019

Respond to: Sabrina Cutaia, Volunteers & Special Events Programming Manager; (504) 227-3171 or Sabrina@fqfi.org

Festival Event Programming & Volunteer Intern

This is a non-paid internship and an invaluable learning opportunity for someone interested in large-scale special event production and/or non-profit work. Ideal candidates have are self-motivated to grow as an individual and professional.

DESIRED SKILLS & ATTRIBUTES

- Some production experience (festivals, events, etc.)
- Apt time management and multi-tasking skills
- Resourcefulness in problem solving
- Strong organizational skills with attention to detail
- Excellent communication skills (written & verbal)
- Ability to work in collaborative team environments

DUTIES AND RESPONSIBILITIES

PRE-FESTIVAL:

- Attend meetings with important festival sponsors and partners
- Create spreadsheets, files, binders, bins, signage, volunteer maps, etc.
- Editing and content management for publications
- Assist in database management for the 2019 French Quarter Festival Volunteers
- Take inventory and prepare volunteer shirts and food tickets
- Assist in load-in responsibilities – general organization, hanging banners and signage, etc.

DURING FESTIVAL:

- Gala Party
 - Day-of setup
 - Assist in the check-in process at the door to greet attendees
- Kids Area – STEM Zone
 - Assist in liaising with festival programming partners and organizations
- Volunteers
 - Assist in managing the main Volunteer Check-In booth
 - Provide volunteers with information or direction to shifts on-site
 - Use best judgement to assess situations and relay to Volunteer Manager if there's a need to elevate any issues

LOAD OUT: *(if available)*

- Remove signage from festival sites
- Gather, inventory, and organize signage and supplies