



*Emily Madero, President & CEO*

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Heather Twichell, Food and Beverage Manager

**French Quarter Festivals, Inc.**

**Call for:**       **Food & Beverage Intern**

for the *2019 French Quarter Festival presented by Chevron*

**Start date:**    January 2019

**Respond to:**    Heather Twichell, Food & Beverage Manager (504) 227-3127 or [heather@fqfi.org](mailto:heather@fqfi.org)

This is a non-paid internship but is an invaluable learning opportunity for someone interested in gaining experience in non-profit, event production, F&B festival operations, and/or project management. 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.

- Database management: enter and update complete menu for publication on website, app, and brochure
- Inventory control system implementation
- Assist with Food Vendor application and document management
- Vendor outreach regarding application process

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

- Assist Food and Beverage Manager
- Support Beverage Management Vendor
- Coordinate placement for Food & Beverage signage

**LOAD OUT:**

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

***Showcasing New Orleans Culture and Heritage Since 1984!***