**French Quarter Festivals, Inc.**

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

for the *2020 French Quarter Festival presented by Chevron*

**Start date:** January 2020

**Respond to:** Heather Twichell, Food & Beverage Director (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 upmost 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 procurement and management
* Vendor outreach regarding application process

**DURING FESTIVAL:** April 16-19, 2020 – ***Must be available all day for each day of event***

* Assist Food and Beverage Director
* 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