

**French Quarter Festivals, Inc.**

**Call for:** **Marketing Intern**

for the *2020 French Quarter Festival presented by Chevron*

**Start date:** January 2020

**Respond to:** Rebecca Sell, Marketing Director (504) 227-3119 or rebecca@fqfi.org

This is a non-paid internship but is an invaluable learning opportunity for someone interested in gaining experience in non-profit, event marketing, public relations, direct marketing, 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 complete music schedule for publication on website, app, and brochure
* Research: create and/or update artist bios
* Serve as a festival representative at press conferences
* Assist in editing official festival brochure and press releases
* Create press kits and media credentials
* Assist with media production schedule
* Community outreach and brochure distribution
* Deliver promotional materials to media partners

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

* Manage media center
* Support social media team
* Hang signage
* Serve as production assistant for media broadcasts

**LOAD OUT:** *(if available)*

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