French Quarter Festival, presented by Chevron 2020
Festival Special Event Programming & Volunteer Intern

Start date: January, 2020
Festival Dates: Thursday April 16th – Sunday April 19th, 2020
Respond to: Sabrina Cutaia, Special Programs & Volunteer 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 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 print brochure and digital publications
- Assist in database management for the 2020 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.
- Annual Gala Fundraiser Party – Friday, March 6th @ The Fillmore New Orleans
  - Day-of setup
  - Assist in the check-in process at the door to greet attendees

DURING FESTIVAL:
- Kids Area – STEM Zone
  - Assist in liaising with festival title sponsor, 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
- Art Installation
  - This is a new activation and therefore will likely need assistance in management, details TBD

LOAD OUT: (if available)
- Remove signage from festival sites
- Gather, inventory, and organize signage and supplies