



## **CALL FOR INTERNSHIP APPLICATIONS** **2023 French Quarter Festival Presented by Chevron**

**FRENCH QUARTER FESTIVALS INC. IS CALLING FOR APPLICATIONS TO FILL FIVE (5) EXPERIENTIAL LEARNING INTERNSHIP POSITIONS, IN OFFICE AND ON SITE TO SUPPORT THE 2023 FRENCH QUARTER FESTIVAL.**

**TERM:** Mid-January through late April, 2023 (Spring 2023 semester for colleges and universities). Flexible hours with a mutually agreeable schedule, Monday through Friday. An expectation of 4 hours per week on average in office. Must be available for all (4) French Quarter Festival event days – April 13, 14, 15, and 16 (Thurs-Sun), working long days in the field producing French Quarter Festival.

**FRENCH QUARTER FESTIVAL 2023 INTERNSHIPS** – See following pages for role descriptions:

- **Entertainment and Stage Production Internship** – Reports to Entertainment Director, Greg Schatz
- **Operations and Site Production Internship** – Reports to Operations Director, Andrew Woodruff
- **Development Internship** – Reports to Development Director, Karin Curley
- **Marketing and Communications Internship** – Reports to MARCOMMS Director, Morgan Valarie

**BENEFITS:** Experiential learning internship. Unpaid. This internship is an invaluable learning opportunity for those interested in gaining hands-on experience in professional, large-scale live event production. Free parking provided at FQFI office in the French Quarter throughout duration of internship. A one-time \$500 stipend will be supplied to Interns upon successful completion of all requirements, including participating on Event Days. Meals provided on event days only. FQFI does not offer formal educational credits for these internships, however Interns may use the experience towards required internship hours at their college, university, church groups, community service groups, or any other un-paid, educational or voluntary internship requirement.

### **REQUIREMENTS:**

<ul style="list-style-type: none"> <li>● <b>Strong Organizational Skills</b></li> <li>● Strong Internal Time Management</li> <li>● Strong Communication Skills</li> <li>● Independent Decision Making</li> <li>● Reliable transportation to French Quarter</li> <li>● Willingness to take on new tasks</li> </ul>	<ul style="list-style-type: none"> <li>● Working laptop computer</li> <li>● Ability to Lift up to 30lbs</li> <li>● Massive Attention to Detail</li> <li>● Strong Skills in MS Office Applications and Google Drive Suite</li> <li>● Team Player</li> </ul>
---	--

**EXPECTATIONS:** All Interns/Crew/Staff are expected to act in a kind and professional manner at all times. FQF is a family friendly festival and that respect for our fans is mirrored in how we treat our crew, volunteers, vendors, musicians, sponsors, and neighbors. During the Event, Intern must be comfortable communicating via handheld radio, lifting up to 30lbs, and interacting with the public. Intern may be required to report and document incidents that occur during production. If driving a golf cart Intern will be required to have a valid driver’s license on their person at all times.

## INTERNSHIP DESCRIPTIONS FQF 2023

### **Entertainment and Stage Production Internship** - *Reports to Entertainment Director, Greg Schatz*

- PRE-FESTIVAL: Weekly office hours are flexible; create spreadsheets, files, bins, make directions and maps. etc.; update and review musician contracts. Advance technical needs with over 200 musical groups. Create production binder books for production crew, stage managers, musician parking, staff and sound companies. Help organize and implement the musician parking program. Mail various credential placards. Logistical planning for the musicians and crew.
- LOAD-IN: Assist in set up of festival including stage and backstage areas, signage; ensure sound companies have everything they need to have stages ready.
- DURING FESTIVAL: 4/13/23 - 4/16/23, approx. 8 AM -10 PM (Long daily hours): The intern works as a production assistant during the entire 4 days of the French Quarter Festival and set-up days directly leading up to the festival. Duties may include: coordinating with the Entertainment Director and other productions assistants to solve problems and complete production tasks; coordinate with musician parking lot personnel; help musicians with transportation issues; work as needed to ensure festival success across the board.
- LOAD OUT/WRAP UP: Help move signage, equipment, supplies from festival sites back FQFI offices. Complete paperwork. Organize and inventory production gear. Debrief and wrap notes.

### **Operations and Site Production Internship** – *Reports to Operations Director, Andrew Woodruff*

The Operations Department, led by the Operations Director, is responsible for the planning, logistics, permitting, safety, and build of French Quarter Festival. The Operations Intern is an extension of the Operations Dept. and the Operations Director, and plays a vital role in planning and preparing for all aspects of French Quarter Festival. The role includes gaining a comprehensive knowledge of the Operations Department, accomplishing a variety of production-related tasks, and coordinating with vendors and suppliers. The Operations Intern will be privy to private and confidential material and contracts, and is expected to act professionally in all matters. In addition, they will play a critical role during load-in and setup of the event infrastructure, continuing on to a flexible 'production assistant' role during the event days.

- Operations Intern will interact with venue representatives, and festival CREW throughout event.
- Operations Intern will review and analyze spreadsheets, maps, and documents for accuracy and errors.
- Operations Intern will help to prepare documents, materials, pre-production support, and on-site assistance to FQFI's sustainability initiative 'Geauxing Green'.
- Operations Intern will work directly with, and may instruct, suppliers with equipment and services.
- Operations Intern owns and has comprehensive understanding of operations throughout the event via maps, production schedule, and contact list of suppliers, vendors, and staff.
- During the Festival, Intern spends a lot of time on his/her feet, reviewing the site for infrastructure errors, safety hazards, placing and adjusting signage, and other tasks as dictated in the production schedule and by Operations Director or Operations Coordinator(s).
- Intern will also be responsible for driving golf carts on-site, on public streets, and within crowds, and must be comfortable doing so safely and patiently. Drivers license in good standing required.
- The Operations Intern will at times communicate directly with attendees as a representative of the festival organizers and/or the Operations Director, and must act with professionalism and discretion at all times.

## **INTERNSHIP DESCRIPTIONS FQF 2023 – CONTINUED**

### **Development Internship** – *Reports to Development Director, Karin Curley*

The Development Department Intern will assist in a variety of tasks essential to producing French Quarter Festival. The role includes gaining a comprehensive knowledge of the Development Department, accomplishing a variety of time-sensitive tasks, and may require coordinating with valuable sponsors and community partners. The Development Intern will be privy to private and confidential material and contracts, and is expected to act professionally in all matters. In addition, they will play a critical role during load-in and setup of Event, continuing on to a flexible 'production assistant' role during the event days.

- **PRE-FESTIVAL:** Weekly office hours are flexible; organize festival merchandise and assist with e-commerce fulfillment; assist in creating credentials and sponsor deliverable benefits; collect, sort, organize and label musician sponsor banners for distribution; assist in the creation of production binder books for on-site festival crews; create spreadsheets, files, bins, make directions, maps. etc.
- **LOAD-IN:** Assist in set up of festival merchandise booth displays; merchandise inventory distribution for all merchandise booths; assist as needed.
- **DURING FESTIVAL: 4/13/23 - 4/16/23, approx. 8 AM - 10 PM (Long daily hours):** The intern works as a production assistant during the entire 4 days of the French Quarter Festival and set-up days directly leading up to the festival. Duties may include: coordinate with the Development Director and other production assistants to solve problems and complete production tasks; deliver musician sponsor banners; moving merchandise to booths as needed; work as needed to ensure festival success.
- **LOAD OUT/WRAP UP:** Pick up signage, equipment, and supplies from festival sites and bring back to FQFI offices. Organize and inventory of post-festival merchandise. Debrief and wrap notes.

### **Marketing and Communications Internship** – *Reports to Marketing/Communications Director, Morgan Valarie*

The MARCOMMS Intern is an extension of The Marketing & Communications (MARCOMMS) Department and plays a vital role in planning and preparing for French Quarter Festival. The role includes gaining a comprehensive knowledge of the MARCOMMS Department, accomplishing a variety of communications and marketing-related tasks, and coordinating with the valuable partners and media. The MARCOMMS Intern will be privy to private and confidential material and contracts, and is expected to act professionally in all matters. In addition, Intern will play a critical role in the months leading up to Festival and during the event days as well. The MARCOMMS Intern takes direction from MARCOMMS Director, Productions Assistants and Social Media Coordinator to complete tasks thoroughly.

- **PRE-FESTIVAL:** Flexible weekly office hours: database management: enter complete music schedule and food lineup for publication on website, app, and brochure. Research: create and/or update artist bios for website and app; Assist with setup at press conferences; assist in editing official festival brochure and press releases; Update press kits and media credentials; assist with media production schedule; community outreach and brochure distribution. Deliver promotional materials to media partners.
- **DURING FESTIVAL: April 13-16,2023 – 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/WRAP UP:** Assist in removing signage, equipment, supplies from festival sites to office. Wrap notes, wrap communications.

# HOW TO APPLY

## ABOUT FQFI:

French Quarter Festivals, Inc. (FQFI) annually produces three festivals: French Quarter Festival, Satchmo SummerFest, and Holidays New Orleans Style. FQFI is a 501c(3) nonprofit organization whose mission is to promote the Vieux Carré and the City of New Orleans through high quality special events and activities that showcase the culture and heritage of this unique city, contribute to the economic well-being of the community, and instill increased pride in the people of New Orleans. FQFI is run by a non-profit organization team of eight individuals who are the leaders of their own respective departments. French Quarter Festival is the largest free festival in the South and featured 20 stages of live music in 2022. Visit [FQFI.ORG](https://www.fqfi.org) to learn more.

## TO APPLY:

- **Apply directly by emailing both [FrontDesk@FQFI.ORG](mailto:FrontDesk@FQFI.ORG) and [Andrew@FQFI.ORG](mailto:Andrew@FQFI.ORG) in one single email**
- Include your full name and 'Internship Application' in the subject line of your email
- Include a resume or CV and (2) references – REQUIRED
- Note which position(s) you are applying for. Applicants may apply to be considered for all available positions, but only one individual will be selected for each position.
- Cover letter or personal statement of interest encouraged but not required.
- Please review your availability for the dates of the position(s) you are seeking, prior to applying:
  - Must be available for in-office work within in a Monday to Friday framework Jan through April,
  - AND be available for all four Event Dates April 13-16, 2023. (Thurs-Sun)
- Applications accepted on a rolling basis starting Tuesday Nov. 22, 2022 - until all positions are filled.
- Interviews will be conducted virtually, starting Monday Nov. 28, 2022 - until all positions are filled.

