



CALL FOR DEVELOPMENT & SPONSORSHIP COORDINATOR
2023 French Quarter Festival Presented by Chevron

FRENCH QUARTER FESTIVALS INC. IS CALLING FOR APPLICATIONS FOR DEVELOPMENT & SPONSORSHIP COORDINATORS TO SUPPORT 2023 FRENCH QUARTER FESTIVAL.

REQUIREMENTS:

<ul style="list-style-type: none"> • Strong Organizational Skills • Strong time management • Strong communication Skills • Independent decision making • Reliable transportation to French Quarter • Willingness to take on new tasks 	<ul style="list-style-type: none"> • Ability to lift up to 30lbs • Excellent Attention to Detail • Strong skills in MS Office & Google Drive • Team player • Positive attitude
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EXPECTATIONS: All Crew/Staff/Interns 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, CREW must be comfortable communicating via handheld radio, lifting up to 30lbs, and interacting with the public. CREW may be required to report and document incidents that occur during production. If driving a golf cart CREW will be required to have a valid driver’s license on their person at all times.

Sponsorship Coordinator – Reports to Chief Development Officer, Sabrina Cutaia

JOB DESCRIPTION: The Sponsorship Coordinator t role is a paid contract position, and offers an invaluable learning opportunity for someone interested in large scale special event production, non-profit work, and areas of sponsorship/development. Schedule starts slow (approx. 8-15 hours a week) and builds gradually towards festival as needed. Must be available to work long hours from Monday, April 10 through Monday, April 27. This role requires an individual who displays the following traits: detail oriented, well organized, punctual, positive, solution-oriented, with a kind and friendly demeanor. The Sponsorship Coordinator must be able to effectively and respectfully communicate with sponsors, Board Members, staff, suppliers, volunteers, and festival attendees at all times. It is preferable that Sponsorship Assistant has a vehicle as he/she will be asked to deliver sponsor packages a few weeks before event. May be called upon to perform additional duties as needed, including, but not limited to: standing post, running errands, moving supplies and equipment, helping other teammates. Confidentiality and appropriate behavior with FQFI sponsors is required at all times.

- **PRE-FESTIVAL:** Database management for the 2023 French Quarter Festival, to include: Sponsor deliverables (merchandise, hospitality wristbands, food tickets, hotel rooms, etc.), Sponsor banners and scrim. Create and manage spreadsheets, files, binders, bins. Sort, organize, inventory banners, large stage scrim, supplies. Assist in preparation of meetings. Create and deliver/prepare mailing of sponsorship bags, including hospitality wristbands and merchandise. Pick up donations and purchases
- **LOAD-IN AND DURING FESTIVAL (physical production):** Support the Chief Development Officer and the sponsorship program through production. Hang banners and signage; Set up hospitality areas, including shifting furniture; manage hospitality areas; make rounds to check on sponsorship areas; help out wherever needed, including but not limited to sponsor activation and hospitality area.
- **LOAD OUT:** Gather, inventory, and organize sponsorship banners, signage, supplies

COMPENSATION: Hourly, seasonal contractor position. \$20 / hour leading up to and following the festival, paid semi-monthly. Flat rate of \$1300 for all four festival event days, April 13th - 16th. IRS forms W9/1099. Parking provided at FQFI office in the French Quarter. Meals provided on Festival event days.

TIMELINE (ESTIMATED): Start date approximately February 1, 2023 – through April 19, 2023. Flexible hours February-Beginning of April; hours increase in April and full time during the 4 festival days.

Development Coordinator – *Reports to Development Director, Karin Curley*

JOB DESCRIPTION: The Development Coordinator will assist in a variety of tasks essential to producing French Quarter Festival. The position is paid hourly with a flexible schedule. The role includes getting a comprehensive knowledge of the Development Department, accomplishing tasks in order to execute on deliverables, and coordinating with valuable sponsors and community partners. The Development Coordinator will be privy to private and confidential material and contracts, and is expected to act professionally and remain confidential in all matters. The Development Coordinator assists in fundraising and development by supporting the Musical Performance Sponsorship Program, grant management, and individual giving campaigns. They will also assist in festival programs management including Chevron STEM Zone Kids Area, festival art installations, and merchandise.

- **PRE-FESTIVAL:** 15-25 hours/week: Mid-February – March 24, 2023 (*flexible days Monday through Friday*). Duties to include: create plan for all musician sponsor marketing collateral deliverables; collect, sort, organize and label musician sponsor banners for distribution; create sponsorship deliverable bags/assist in delivering; assist in grant management deliverables; assist in individual campaign giving communications and 40th anniversary special programming; merchandise inventory sorting; editing and content management for print brochure and digital publications; assist in meeting preparation and attend meetings with important sponsors and community partners; assist in the design and partner management of new festival art installations.

- **LOAD-IN:** 30-40 hours/week: March 27 – April 12, 2023 (*flexible days Monday through Friday*). Duties to include: assist in hanging musician sponsor banners and signage; merchandise booth set-up, including displays, at all locations; communicate with sponsors and community partners as needed.
- **DURING FESTIVAL:** 40+ hours: April 13 – 16, 2023 (*schedule determined by Development Director*) Provide assistance where needed before, during and after festival each day. Duties to include: retrieving and delivering banners to stages; help in management of cashiers and booth managers at all Merchandise booths across festival sites, this can include answering on-site questions, providing relief, water distribution, etc.; moving merchandise between booths using a hand truck or golf cart, based on inventory at each location.
- **LOAD OUT:** 5+ hours: April 17, 2023. Duties to include: assist in removing musician sponsor banners and signage from festival sites; inventory signage, equipment, supplies from festival sites. Wrap notes.

COMPENSATION: Hourly, seasonal contractor position. \$20 / hour leading up to and following the festival, paid semi-monthly. Flat rate of \$1300 for all four festival event days, April 13th - 16th. IRS forms W9/1099. Parking provided at FQFI office in the French Quarter. Meals provided on Festival event days.

TIMELINE (ESTIMATED): Seasonal, Mid-February – April 17, 2023 (*FQF Dates: April 13 – 16, 2023*)

HOW TO APPLY

- Apply directly by emailing both **FrontDesk@FQFI.ORG** and **Andrew@FQFI.ORG** in one single email
- Include your full name and 'Coordinator Application' in the subject line of your email
- Include a resume/CV and (2) references – REQUIRED
- Note which position(s) you are applying for. Applicants may apply to be considered for all 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,
 - AND be available for Event Dates April 13-16, 2023.
- 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.

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 to learn more.