



Call for: Sponsorship Coordinator for the 2024 French Quarter Festival presented by Chevron (April 11-14)
Start date: Wednesday, January 15, 2024 (or about there – THIS IS FLEXIBLE)
End date: Monday, April 15 or Tuesday, April 16
Hours: Flexible hours January-Beginning of April; Hours increase in April and again during the 4 festival days (explained below)
Respond to: Sabrina Cutaia, Chief Development Officer 504-227-3123 or sabrina@fqfi.org

SUMMARY

The Sponsorship Coordinator role offers an exciting experience for someone interested in large-scale festival production, non-profit work, and areas of sponsorship/development. This role also offers an invaluable learning opportunity to gain inside knowledge on managing large, high-level corporate sponsors, including but not limited to: building important relationships with local and national corporate leaders, researching industry trends, identifying best practices to increase brand visibility through marketing and/or experiential strategies, and more.

This role requires an individual who is 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. Confidentiality and appropriate behavior with FQFI sponsors is required at all times.

TIMELINE

- 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 8 through Sunday, April 14

COMPENSATION

- **Office, pre-fest, and post-fest is \$20 an hour**
- **Production during 4 days at French Quarter Fest is a lump sum of \$1,350 (or roughly \$25 an hour)**
- Some meals provided during load in and load out
- 30 food tickets per day which can be used for meals will be provided (1 ticket = \$1)
- Parking provided during employ
- 4 Official Crew T-shirts provided
- 1 radio provided, to be picked up at start of festival and returned at end of festival

PRE-FESTIVAL (administrative)

- Data base management for the 2024 French Quarter Festival, to include:
 - Sponsor deliverables (merchandise, hospitality wristbands, food tickets, hotel rooms, etc.)
 - Sponsor banners and scrim
- Assist in creating sponsorship proposals and final reports
- Create and manage spreadsheets, files, binders, bins
- Sort, organize, inventory sponsor 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

DURING LOAD-IN AND FESTIVAL (physical production)

- Support the Chief Development Officer and the sponsorship program
- Hang banners and signage
- Set up and manage hospitality areas
- Checking in with sponsors to identify needs and/or help resolve issues
- Help out wherever needed, including but not limited to sponsor activation and hospitality areas

LOAD OUT (heavy production)

- Gather, inventory, and organize sponsorship banners, signage, supplies

REQUIREMENTS

- Must be able to work at computer desk and be proficient in Canva, Excel, Word, and EventBrite
- Must be able to work long hours, work outside (rain or shine), walk distances, climb ladders, and lift up to 25 lbs.
- Must have a valid driver's license and be able to operate a golf cart.
- 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