
SEASONAL INTERNSHIP OPPORTUNITIES: 2027 French Quarter Festival

DEVELOPMENT DEPARTMENT FUNDRAISING INTERN

ABOUT FQFI:

French Quarter Festivals, Inc. (FQFI) is a 501c(3) nonprofit organization with a mission 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's signature programs include French Quarter Festival, Satchmo SummerFest, and the Holidays New Orleans Style concerts series.

FQFI consists of eight full-time staff who are the leaders of their own respective departments, overseeing vendors, partners, and seasonal crew members to produce the organization's annual events. French Quarter Festival is a free, family-friendly 4-day celebration of New Orleans culture that takes place throughout the French Quarter neighborhood annually in April. Considered the largest free festival in the South, in 2026 the festival featured 20+ stages of curated live, local music plus 70+ local food vendors. Visit <https://frenchquarterfest.org/> to learn more.

TERM:

October 2026 through April 2027. Flexible hours with a mutually agreeable schedule, Monday through Friday. An expectation of a minimum of 5 hours per week time commitment, working in-person at the organization's French Quarter office. Additionally, applicants must be available to work all four (4) days of the event – April 8-11, 2027 (Thurs-Sun). Expect event days to involve long hours and physical, outdoor labor.

INTERNSHIP DESCRIPTION: *Reports to Development Director, Karin Curley*

The Development Department (Fundraising) Intern will assist in a variety of tasks essential to operating a nonprofit organization and producing French Quarter Festival, a large-scale free outdoor cultural festival and the organization's primary program. The role will provide opportunities to learn about nonprofit fundraising strategies including donation campaigns and appeals, sponsorships, grants, major gift programs and more. Interns will assist with donor management, communications and appeals, gift management, and sponsorship tracking and contracting. Intern will be asked to learn and work with the organization's donor management and digital fundraising platforms. The fundraising intern will also gain valuable insight into marketing and strategic communications and work closely with the organization's Communications team. Interns may be asked to coordinate with valuable sponsors and community partners to accomplish time-sensitive tasks. The Development Department intern will be privy to private and confidential material and contracts, and is expected to act discreetly and professionally in all matters.

Intern will play a critical role in planning and execution of French Quarter Festival, assisting with program and production tasks related to the performance sponsorship program, on-site fundraising campaign, hospitality areas, STEM Zone Kids Area and other special event programming.

- **October thru March (Pre-Festival):** Weekly office hours are flexible; minimum of 5 consecutive hours per week required. More hours may be requested during specific campaigns and production periods. Tasks and learning opportunities will be related to the following:
 - Donor database management
 - Fundraising campaign planning and execution
 - Donor communications and engagement
 - Sponsorship sales, contracting and execution
 - Event production advance operations such as credentialing, sponsor deliverable fulfillment, supplies and equipment management, communication prep, etc.
- **Load-In:** The week leading up to French Quarter Festival, the intern will begin to work in the field, assisting with event set-up, signage install, distributing advance sponsor deliverables, prepping and staging for on-site deliverables; elsewhere as needed.
- **During Festival:** 4/8/27 - 4/11/27, approx. 8AM - 9PM (will vary). During the Event, interns will be in the field assisting in the execution of departmental plans and generally lending a hand where needed. Intern should be prepared for long days, but plenty of breaks and downtime will be available for exploring the Festival! Experiences may include: working with staff and crew to problem solve and respond to stakeholder needs; completing time-sensitive production tasks like sponsor banner deployment; monitoring sponsor hospitality & activation components; soliciting donations from attendees as part of on-site donation campaign; documenting deliverable execution for reporting purposes etc.
- **Load-out/Wrap-up:** Pick up signage, equipment, and supplies from festival sites and bring back to FQFI offices. Begin reporting and post-event partnership engagement process. Debrief and wrap notes.

BENEFITS:

Interns will gain hands-on experience in large-scale live event production and/or non-profit administration. In addition to activities and tasks relative to producing this culturally significant event, interns receive;

- free parking if needed at the FQFI offices in the French Quarter for any in-person working days
- A one-time stipend upon program completion, amount varies depending on department (see below)
- Some meals provided - *event and production days ONLY*
- Note: 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, community groups, etc.

REQUIREMENTS:

● Strong Organizational Skills ● Strong Internal Time Management ● Strong Communication Skills ● Independent Decision Making ● Focused, time-sensitive work ● Willingness to take on new tasks and learn	● Ability to Lift up to 25lbs ● Festival Production Interest ● Arts Non-Profit Industry Interest ● Microsoft and Google Drive Familiarity ● Team Player in Collaborative Environments ● Ability to work in-person at the FQFI Offices
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All Interns/Crew/Staff are expected to act in a kind and professional manner at all times.

All FQFI Programming is family-oriented and rooted in respect for our fans and stakeholders including crew, volunteers, vendors, musicians, sponsors, and neighbors. During the Event, Interns must be comfortable communicating via handheld radio, lifting up to 25lbs, and interacting with the public. Interns will be required to report and document incidents if observed during production. If driving a festival-golf cart, Interns will be required to have a valid driver's license on their person at all times.

TO APPLY:

- [SUBMIT APPLICATIONS VIA GOOGLE FORMS AT THIS LINK](#)
- Before applying, please review your availability for the event dates, and departmental activities and expectations for best fit
- Applications accepted on a rolling basis starting Wednesday, August 19, 2026 - until all positions are filled.
- Interviews will be conducted virtually in the Fall & Winter of 2026 - until all positions are filled.
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