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## **SEASONAL INTERNSHIP OPPORTUNITIES: 2027 French Quarter Festival**

### **ENTERTAINMENT INTERN (x2 POSITIONS AVAILABLE)**

#### **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:**

January through April 2027. Flexible hours determined with direct supervisor(s) with a mutually agreeable schedule, Monday through Friday. An expectation of a minimum of 5 hours per week time commitment, working either remote or in-person at the organization's office in the French Quarter.

Additionally, applicants must be available to work in-person April 7-11, 2027 (Weds-Sun), as outlined below in the next section.

#### **INTERNSHIP DESCRIPTION: *Reports to Entertainment and Stage Production Director, Greg Schatz***

This internship is an invaluable learning opportunity for someone interested in gaining experience in large-scale live event production in a fast-paced environment. Willingness to take on any task, ask questions, and ability to be a team player are of utmost importance. The project involves large-scale organization, data entry, and filling of many documents.

It will be necessary to communicate with large numbers of band leaders via email and phone, to advance their technical needs and to make sure all necessary paperwork has been completed. The pre-production phase of the internship involves long hours of office work, using Google Workspace, Microsoft Office, and other computer platforms. Directly before and during the festival, the entertainment and stage production intern gains experience as an on-site PA, supporting stage managers, musicians, and working with a team to ensure successful event execution.

Intern would assist the Supervisor with many aspects of entertainment production, including:

PRE-FESTIVAL: Weekly office hours are flexible.

Create spreadsheets, bins, make directions, and maps. etc..

- Update and review musician contracts.
- File paperwork from musicians (contracts, W-9s, stage plots, inc.) and input relevant data.
- Advance technical needs with over 250 musical groups.
- Create production binder books for the production crew, stage managers, musician parking, and sound companies.
- Help organize and implement the musician parking program.
- Assist in the mass mailing of parking credentials and instructions for musicians.
- Logistical planning for the musicians and crew.

#### LOAD-IN:

- Assist in set up of festival including, stage and backstage areas, placing signage,
- Make sure sound companies have everything they need to have stages ready.

#### DURING FRENCH QUARTER FESTIVAL FESTIVAL (Mandatory): 4/7/27 - 4/11/27, approximately 8 AM -10 PM (Long daily hours)

The intern would work as a production assistant during the entire 4 days of the French Quarter Festival and set-up days directly leading up to the festival.

- Coordinate with the entertainment and stage production director and other production assistants to solve problems and complete production tasks.
- Coordinate with the musician parking lot personnel.
- Help musicians with transportation issues.
- Work as needed to ensure festival success.

#### LOAD OUT/WRAP UP: (if available) signage, equipment, supplies from festival sites back FQFI offices.

- Completing paperwork.
- Organization and inventory of production gear.
- Debrief.

#### 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 \$500 stipend upon program completion
- 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:**

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| <ul style="list-style-type: none"><li>● Strong Organizational Skills</li><li>● Strong Internal Time Management</li><li>● Strong Communication Skills</li><li>● Independent Decision Making</li><li>● Focused, time-sensitive work</li><li>● Willingness to take on new tasks and learn</li></ul> | <ul style="list-style-type: none"><li>● Ability to Lift up to 25lbs</li><li>● Festival Production Interest</li><li>● Arts Non-Profit Industry Interest</li><li>● Microsoft and Google Drive Familiarity</li><li>● Team Player in Collaborative Environments</li><li>● Ability to work in-person at the FQFI Offices</li></ul> |
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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 30lbs, 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