
SEASONAL INTERNSHIP OPPORTUNITIES: 2027 French Quarter Festival

FESTIVAL OPERATIONS 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:

November 2026 through April 2027. Weekly hours are flexible, to be mutually determined with direct supervisor(s) 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 April 7-11, all four (4) days of the event April 8-11, 2027 (Thurs-Sun) plus the immediate load-in day of Wednesday. Expect event days to involve long hours and physical, on your feet, outdoor activities amidst the public event.

INTERNSHIP DESCRIPTION: *Reports to Chief Operations Officer, AJ Gaulton*

The Operations Department, led by the Chief Operations Officer (COO), is responsible for setting the foundation of the event, then clearing the way for the programming of food, music, activations to shine. The role includes gaining a comprehensive knowledge of the role of the Operations Department, the vendors/partners who bring the festival to life, and how to make mission-driven decisions. A successful candidate has a can-do attitude, is inquisitive, is willing to learn and implement effective communication, and can figure out how to complete an entire project. He/she can work both autonomously and on a team for group projects. There is an expectation for this position to also be an inventory and supply manager with the COO, gaining an understanding of the equipment and supplies on-hand, then helping to ensure they get distributed as intended.

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 'festival production assistant' role during the event days.

- PRE-FESTIVAL:

- Take the time to learn the critical information in producing any event: the previous year's site-plans or maps, the overall production schedule, and the contact list of suppliers, vendors, and staff.
- Create, review and analyze spreadsheets, documents, maps, and lists translating them from 2025 to 2026 for accuracy and errors.
- The Festival Operations Intern will be asked to complete both physical tasks (sorting signage, storage room supplies, counting t-shirts, etc.) and computer based tasks for the duration of the internship.
- The Festival Operations Intern may schedule meetings, sit-in on other pre-production meetings, and be asked to take notes and distribute them to meeting attendees as needed.

- DURING FESTIVAL: March 31 - 11, 2027

- April 8-11, 2027 (Must be available all day each day of event; 8AM -10PM) MANDATORY
- The Festival Operations Intern will collaborate with venue representatives, vendors, and festival Crew throughout the event site(s) with a variety of physical tasks.
- The Festival Operations Intern will be responsible for driving golf carts on-site, on public streets, and within crowds, and must be comfortable doing so safely and patiently. A driver's license in good standing is required.
- During the Festival, Intern spends a lot of time mobile, reviewing the site for infrastructure errors, safety hazards, placing and adjusting signage, and other tasks as dictated in the production schedule by COO or as needed by other Operations-teammates.
- The Festival Operations Intern will at times communicate directly with attendees as a representative of the COO, and must act with professionalism and discretion at all times. (*Note: never in media or on official public record scenarios*)
- The Festival Operations Intern may be tasked with supporting specific sub-departments within Operations, or other FQFI Departments, as needed.

- LOAD OUT/WRAP UP (if available): April 12 - 15, 2027

- Assist in removing signage, equipment, supplies from festival sites back FQFI storage room and offices.
- Week after: Written wrap notes / recommendations for next year's production.

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 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.