
SEASONAL INTERNSHIP OPPORTUNITIES: 2027 French Quarter Festival

MARKETING & COMMUNICATIONS 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:

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 five (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 all four (4) days of the event – April 8-11, 2027 (Thurs-Sun). Expect event days to involve long hours and physical, on your feet, outdoor activity.

Marketing & Communications Internship: Reports to Marketing & Communications Director, Sydni Raymond

French Quarter Festival, Inc. (FQFI) is a non-profit organization team of eight individuals who are the leaders of their respective departments. The Marketing & Communications (MARCOMMS) Department, led by the MARCOMMS Director, needs staff and support both remotely and in-office to support FQFI programming.

The MARCOMMS Intern is an extension of the non-profit organization and the MARCOMMS Director and plays a vital role in planning and preparing for FQFI programming. The role includes getting a comprehensive knowledge of the MARCOMMS Department, accomplishing a variety of communications and marketing-related tasks, and coordinating with valuable partners and media. The MARCOMMS Intern will be privy to private and confidential material and contracts and is expected to act professionally. In addition, the MARCOMMS Intern will play a critical role in the months leading up to festivals/events and during the event days.

- The MARCOMMS Intern is expected to be punctual, professional, and efficient when working with the MARCOMMS Director in the office or completing tasks remotely.
- The MARCOMMS Intern takes direction from the MARCOMMS Director, Assistant, and Social Media Coordinator to complete tasks thoroughly.

- The MARCOMMS Intern will sometimes communicate directly with attendees as a representative of the festival organizers and/or the MARCOMMS Director and must always act professionally and discreetly.
- The MARCOMMS Intern is expected to have strong skills in Microsoft Office Applications, Google Drive Suite, Canva, Hootsuite, and Wordpress.

TIME COMMITMENT AND JOB DUTIES

Weekly office hours are flexible with a prior commitment. The schedule will reflect two identified times of year explained below — (1) Out of Production and (2) Production.

OUT OF PRODUCTION: 6-10 HOURS/WEEK

- Manage the database by entering the complete music schedule for publication on the website, app, and brochures
- Conduct research by creating and/or updating artist bios
- Assist at press conferences
- Assist in editing official festival brochure and press releases
- Create press kits and media credentials
- Assist with media production schedule
- Community outreach and poster distribution
- Deliver promotional materials to media partners/artists
- Create social media graphics that share information about upcoming FQFI programming

PRODUCTION (Month of Event): 10-15 HOURS/WEEK

- Manage the media center
- Support the social media team and photographers
- Hang and/or remove signage and assist with load-in/loadout
- Capture festival content in collaboration with Marcomm Coordinator

Other duties as assigned

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:

● Strong Organizational Skills ● Experience with Canva, Capcut, and Adobe Suite ● Strong Internal Time Management ● Strong Communication Skills ● Independent Decision Making ● Focused, time-sensitive work	● Ability to Lift up to 25lbs ● Festival Production Interest ● Arts Non-Profit Industry Interest ● Microsoft and Google Drive Familiarity ● Team Player in Collaborative Environments ● Willingness to take on new tasks and learn
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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.