
SEASONAL INTERNSHIP OPPORTUNITIES: 2027 French Quarter Festival

SPONSORSHIP 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 through April 2027. Flexible hours determined with direct supervisor 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 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 labor.

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.

SPONSORSHIP INTERNSHIP DESCRIPTION: *Reports to Chief Development Officer, Sabrina Cutaia*

The sponsorship intern will work directly with the Chief Development Officer and assist in a variety of tasks essential to supporting and operating a nonprofit organization, and producing French Quarter Festival, a nonprofit arts program and large-scale outdoor festival. The sponsorship department works with high-level corporate sponsors, overseeing a wide range of opportunities and assets such as stage sponsors, beverage sponsors, sponsor hospitality, experiential activations, and more. This role offers an exciting first-hand experience of the full sponsorship cycle, from prospecting and deal structuring, to fulfillment of contractual

obligations and on-site operations. It also provides meaningful insight into mission-driven work, community engagement, and the importance of relationship stewardship.

The Sponsorship Intern may be asked to coordinate with valuable sponsors to accomplish time-sensitive tasks, as well as other departments within the organization, such as the Communications and/or Operations department. Sponsorship interns will be privy to private and confidential material and contracts, and are expected to act discreetly and professionally in all matters. Intern will play a critical role during load-in, setup and execution of Event, and generally assisting with production tasks.

- **PRE-FESTIVAL:** Weekly office hours are flexible; minimum of 4 consecutive hours per week is ideal. Tasks and learning opportunities will be related to the following:
 - Familiarize yourself with the festival site layout, sponsor-named assets, and sponsorship details so you can quickly identify festival locations and understand what each sponsor is supporting (e.g., stages, beverages, activations, etc.)
 - Assist in preparation of meetings
 - Attend sponsor meetings and accurately document key decisions, action items, and discussion points
 - CRM database management
 - Assist in creating sponsorship materials and template planning for reports
 - Create graphics, maps, operational planning documents, photographer shot list etc.
 - Create and manage spreadsheets, files, binders, bins
 - Sort, organize, inventory sponsor banners, large stage scrims, supplies
 - Event production advance operations such as sponsor deliverable organization and fulfillment, supplies and equipment management, communication prep, etc.
- **LOAD-IN:** The week leading up to Event, intern will begin to work in the field, assisting in distributing advance sponsor deliverables, prepping and staging for on-site deliverables, hanging signage; 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; hanging and/or removing signage; monitoring sponsor hospitality areas & activation components; photographing and 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. Debrief and wrap notes.

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REQUIREMENTS:

• Canva, Microsoft, and Google Drive Familiarity • 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 • Team Player in Collaborative Environments
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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.