FRENCH QUARTER FESTIVALS, INC.

French Quarter Festivals, Inc.
400 North Peters, Suite 205
New Orleans, LA 70130
www.fqfi.org

Title: Volunteers Coordinator, French Quarter Festivals, Inc.
Employment Status: Seasonal, independent contractor
Working Hours: Part time, flexibly located (remote and in-person) with some weekend and event work
Date Range: Start in January, 2027, through April 15, 2027 (4 months)
Reports To: AJ Gaulton, Chief Operating Officer (COO), FQFI
Department: Operations
Compensation: to be discussed in interviews

Role Description:
This opportunity is for someone who has hands-on experience in volunteer recruitment, large-scale live event production, and/or non-profit administration and would like to get involved with a storied cultural event in New Orleans.

The *Volunteers Coordinator* will play an essential role for the festival from within the Operations Department, and will self-manage their time and workload based on pre-determined goals set out in advance (eg, deliverables based employment). More specifically, The *Volunteers Coordinator* will be responsible for building the operational capacity of many departments and functional areas of the French Quarter Festival through recruitment, on-boarding and on-site management of volunteers throughout the event. While the *Volunteers Coordinator* is directly overseen by leadership of the Operations Department, they will at times be working closely with all full time FQFI staff and departments and must not only enjoy collaboration, but foster it. Ideal candidates should have event or volunteer experience, be positive and calm in high paced environments, and enjoy the people, culture, and events that make New Orleans special.

The Volunteers Coordinator will be the main point of contact for hundreds of volunteers, responding via an FQFI email and through VolunteerLocal the festivals' volunteer management software. They'll attend events, reach out to neighborhood groups, write e-blasts, and suggest website amendments to support the fulfillment of a variety of roles each of the four days of the festival. These include but are not limited to: survey-takers, beer booths, info booths, green team, accessibility team, and more.

The *Volunteers Coordinator* will advance with and support all Volunteer-related partnerships as they relate to French Quarter Festival - including existing partnership programs (First Aid Volunteer Staff (LCMC Health), Sustainability/Green Team Volunteers, UNO Survey coordination, STEM Zone) and any new volunteer group partnerships that may arise in the process.

During the event, *Volunteers Coordinator* will oversee the on-site execution of the Volunteers program with support from the Operations Department leadership. They will directly oversee 2 or more crew members during the event at Volunteer Check-in Locations.

Meetings and NewsLetters Led by Volunteer Coordinator include (Subject to Change);

- (9) newsletters to existing Volunteer database - early Feb through late April
- (3) board of directors emails to push sign ups for shifts - Feb, March, April
- (1) Hosted Volunteer Info sessions - early April (virtual)
- (1) Post Event Volunteer Thank You! newsletter - late April (virtual)
- (10+) outreach pieces (emails/meetings/socials collaboration) with potential Geauxing Green Volunteer groups - Feb, March, April

Required Knowledge, Skills, And Abilities

- Demonstrated ability to prioritize time autonomously
- Competently manage a variety of activities with multiple overlapping deadlines
- Confident and competent copywriting skills
- Proven experience managing volunteers and/or staff

- Comfort with volunteer-recruitment online programs (VolunteerLocal or similar), or willingness to learn
- Enjoy collaboration and fostering strong relationships
- Patient and compassionate intrapersonal skillset when dealing with individuals from a variety of backgrounds
- Ability to handle high volume of public communications via email, and during event-time text & phone.
- Personal Working computer and phone
- lift up to 30 lbs
- have a valid driver's license, and comfort driving golf carts in public
- comfortable communicating via handheld 2-way radio during event

All FQFI full-time, part-time, or contract employees are expected to act in a kind and professional manner at all times. FQFI Programming is family-oriented and rooted in respect for our fans and stakeholders including crew, volunteers, vendors, musicians, sponsors, and neighbors.

TO APPLY:

- **Apply directly by completing this Google Form with requested information**
- Before applying, please review your availability expectations for the dates of the festival and role-demands
- Applications accepted on a rolling basis starting Wednesday, November 4th, 2026 until filled
- Interviews will be conducted virtually or in-person in the Fall of 2026

ABOUT FQFI:

French Quarter Festivals, Inc. (FQFI) annually produces three festivals: French Quarter Festival, Satchmo SummerFest, and Holidays New Orleans Style. FQFI is a 501c(3) nonprofit organization whose mission is 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 is run by a non-profit organization team of eight individuals who are the leaders of their own respective departments. French Quarter Festival is the largest free festival in the South and features 22 stages of live music in 2025. Visit https://frenchquarterfest.org/ to learn more.