Manager of Volunteer and Educational Programming
French Quarter Festivals, Inc.

Please email resumes to: director@fqfi.org

The primary role of the Manager of Volunteer and Educational Programming shall be to manage the volunteer program, manage children's programming at Festivals, perform some Grant writing and research, and assist the executive director and staff of French Quarter Festivals, Inc. (FQFI), as it relates to the daily operations, special projects and events (French Quarter Festival, Satchmo SummerFest, Christmas New Orleans Style)produced by French Quarter Festivals, Inc.

Specific duties shall include, but not be limited to, general administrative operations, special events and in-house/on-site management of volunteers.

Administrative and volunteer operations shall encompass the following:

1. General office duties, including correspondence, inquiry response, answering telephone calls, coordinating databases, mailings, e-mail responses, filing and other clerical activities.

2. Community relations, including but not limited to interaction with volunteers, assisting staff in volunteer recruitment, and maintaining volunteer database and schedules.

3. Data collection and preparation, including event-specific information, mailings, listings and brochure copy.

4. Staff support for special projects and events (such as Christmas New Orleans Style), including planning, coordination, and management of Children's Areas, Seminars, and Film Series programming.

Volunteer management shall encompass all of the above in relationship and specific duties shall include the following:

1. Planning for events, including volunteer database management and preparation for the application process.

2. Planning and managing volunteer and paid staffing during events, include communication, volunteer training, volunteer recruitment.

3. On-site event supervision, including set-up, execution and breakdown.

Educational management shall encompass all of the above in relationship and specific duties shall include the following:

1. Planning for events, including coordinating with production teams and venues.

2. Planning and managing participating community organizations during events, including communication, site planning, and equipment arrangement and coordination.
3. On-site event supervision, including set-up, execution and breakdown.

Grant writing responsibilities shall include:

1. Working closely with Sponsorship/Development Manager and Executive Director to research foundations, write, and submit grant requests. This will be done in close collaboration with the Sponsorship and Development manager during Festival off-season.

Qualifications:

1. Candidate must be community-minded, self-motivated and able to handle multiple tasks simultaneously.

2. Candidate must have excellent computer skills, including knowledge of Microsoft Office programs, database programs and mail merge functions. Attention to detail is essential.

3. Candidate must have strong communications skills, including writing, verbal interaction and follow-up.

4. Candidate must have experience with record keeping and office operations.

5. Candidate must be well groomed and convey a professional image.

6. Candidate must be personable, pleasant and professional in order to maintain good relations and work with a variety of people, including Board, staff (paid and volunteer), consumers, musicians, suppliers, sponsors, public officials, and city workers and members of all sectors of the hospitality industry and community in general.

7. Candidate should have general knowledge of the tourism industry.

8. Candidate must be loyal, dedicated, enthusiastic, creative, hard-working and committed to the mission and goals of French Quarter Festivals, Inc., its Board and employees.

Other:

1. Office operations are generally 9:00 a.m. to 5:30 p.m., Monday-Friday. Hours for this position will fluctuate based on need, particularly in periods surrounding a special event or specific project, when additional evening and weekend work will be required. During a festival or special event, extended hours will be established to coincide with set-up, execution and breakdown.