



*Creating space for your  
greatness to shine.*

## ESSENCE FESTIVAL INTERNSHIPS

The Creative Mill is pleased to offer internship positions within our Talent Movement and Logistics team at the 2024 ESSENCE Festival of Culture. This internship program aims to create an opportunity for exposure and experience for students interested in the Event and Entertainment industries. While we are an equal opportunity employer and value all types of diversity, one of our missions is to specifically create more opportunities for women of color. Preference to that demographic will be given, however people of all backgrounds are welcome to apply. We want THE BEST fit for our team.

Current students in sophomore year or above, majoring in the areas of **Music, Music Industry, Hospitality, Event Management, Business Administration, Arts Administration, Media**, and other closely related areas are welcome to apply.

Please see the information below regarding specific internship roles. While this is not a fully paid staff position, all interns will be compensated with a stipend of \$200-500 (depending on role) and will receive a pair of tickets to the Sunday night concert at the Superdome. **Travel and lodging accommodations will not be provided.**

**ESSENCE Festival 2024 will be held July 5-7.** Please note the specific dates of required attendance for each role. **There will be a virtual intern meeting, date TBD and a mandatory in-person evening orientation meeting+dinner on Tuesday, July 2, 6-8PM.**

Internship Location: Morial Convention Center

Additional Information:

- All staff **must** have a valid Driver's License at the time of applying
- You must be able to safely operate a golf cart
- Due to the nature of operations, all staff are required to sign a Non-disclosure Agreement (NDA) prior to start.
- Requesting photos with talent is strictly prohibited.
- Festival credentials will only grant access to the Morial Convention Center
- Uniform: all staff will be given a staff shirt to wear, which must be worn with black pants and closed-toe shoes.

For more information, contact [info@thecreativemill.co](mailto:info@thecreativemill.co).



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## ESSENCE FESTIVAL INTERNSHIPS

### Administrative: Operations and Talent Check-in **June 24-July 7**

- Assist with talent schedule database management
- Run errands for Operations Lead
- Prepare meeting documents and presentations
- Manage credential and radio distribution
- General office tasks
- Support talent check-in leads
- Escort talent as needed
- Maintain office and talent check-in areas
- Perform other work-related duties as assigned
- Must have strong verbal communication skills
- Must be tech savvy and comfortable learning database software, along with Google applications

### Talent Handler **July 2-7**

- Escort talent to various activations via foot or golf cart
- Be able to confidently navigate throughout the festival's activation map
- Assure that all carts remain clean throughout the day and are returned to charging stations each night
- Perform other work-related duties as assigned
- **Must have impeccable driving skills**
- Must have strong verbal communication skills

### Vehicle Check-in Staff **July 2-7**

- Identify and check in talent vehicles and distribute access placards
- Transport talent via golf cart to check-in as needed
- Provide directional information to drivers
- Make sure that all areas are orderly and clean
- Perform other work-related duties as assigned
- **Must have impeccable driving skills**
- Must have strong verbal communication skills



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### Stage Greeter **July 2-7**

- Receive talent at designated stage
- Communicate with talent movement team when talent is ready to be moved
- Maintain backstage area
- Relay information from stage management
- Perform other work-related duties as assigned
- Must have strong verbal communication skills

### Media **July 2-7**

- Capture video and photo content
- Create social media posts
- Edit video content for future staff training video
- Function as Talent Handler as needed

**To apply, visit [www.thecreativemill.co/opportunities](http://www.thecreativemill.co/opportunities). Application deadline is May 27, 2024.**