Please see the list of staff positions below:

\* Note that it is not required that you be declared as the specific major(s) listed. Previous internship experience is preferred, but not required.

# ADMINISTRATION TEAM

## Finance Coordinator

* Maintains records of financial transactions,
* Prepares financial reports by collecting, analyzing, and summarizing account information and trends,
* Develops donor/sponsor relationships,
* Solicits corporate sponsors and researches grants,
* Develops fundraising campaigns and coordinates fundraising events,
* Reports and analyzes donor/sponsor activities and relationships,  Develops short- and long-term donor/sponsor strategies,  Manages Folk Marketplace on Festival Day.

*Preferred Majors: Business, Finance, Accounting*

## Food Vendor Coordinator

* Contracts 20+ food vendors for Festival Day,
* Maintains food vendor contact database,
* Arranges catering for staff, volunteers, and participants for Festival Day and other events.

## Crafts Coordinator

* Contracts 100+ craft vendors for Festival Day,
* Maintains craft vendor contact database,
* Coordinates jury process of all potential new craft vendors.

# PERFORMANCE TEAM

## Skylands Stage Coordinator

* Contracts all festival stage platforms and sound reinforcement,
* Coordinates all stage furnishing requirements and set-up,
* Coordinates all staff communication systems for Festival Day,
* Interacts and conducts follow-up communications with performers, emcees, and sound crew,
* Manages Skylands Stage on Festival Day.

## Shore Stage Coordinator

* Coordinates Singer-Songwriter Showcase,
* Maintains listing on Sonicbids.com,
* Coordinates 3 different jam sessions for Festival Day,
* Interacts and conducts follow-up communications with performers and emcees,
* Manages Shore Stage on Festival Day

## Pinelands Stage Coordinator

* Interacts and conducts follow-up communications with performers, emcees, and award honorees,
* Manages Pinelands Stage on Festival Day.

## Gateway Stage Coordinator

* Interacts and conducts follow-up communications with performers, emcees, ASL interpreters, and photographers,
* Contracts ASL interpreters,
* Contracts photographers,
* Manages Gateway Stage on Festival Day

## Heritage Area

* Contracts heritage area demonstrators, exhibitors, and facilitators,
* Manages Heritage Area on Festival Day.

## Children’s Activities Coordinator

* Coordinates all craft and game activities for children,
* Manages Children's Activities area on Festival Day

# PUBLICITY TEAM

## Public Relations Coordinator

* Writes and distributes press releases,
* Schedules all radio/TV media interviews,
* Maintains and develops media/press contact database,
* Researches and develops new editor relationships for festival coverage,
* Develops and coordinates new marketing and publicity strategies,
* Tracks and archives all media coverage,
* Invites press to Festival Day and all other events,
* Collaborates with Rutgers Day marketing and publicity,
* Meets with all press on Festival Day and all other events,

*Preferred Majors: Communications, Journalism & Media Studies, Marketing, Advertising*

## Graphics Coordinator

* Create festival logo,
* Design flyers, posters, t-shirts, name badges and signs,
* Works with the Social Media & Alumni Coordinator to create a simplified logo for Snapchat,
* Coordinate flyer and poster distribution to sponsors, folk organizations, county and cultural commissions, local businesses, Rutgers community, general public, etc.

*Preferred Skills: Photoshop, Illustrator*

*Preferred Majors: Visual Arts, Design, Communications, Journalism & Media Studies*

## Program Book & Web Coordinator

* Produces official festival program book and info handout,
* Writes/edits all content and materials on the website using Wordpress,
* Designs festival signage,

*Preferred Skills: Photoshop, InDesign, basic HTML coding knowledge, Wordpress or other CMS*

*Preferred Majors: ITI, Visual Arts, Web Design, Communications, Journalism & Media Studies*

## Social Media & Alumni Coordinator

* Manages all NJFF social media pages: Facebook, Twitter & Instagram,
* Implements existing social media campaigns as well as creating new campaigns,
* Puts together the Facebook ad,
* Works with the Graphics Coordinator to create a logo for Snapchat,
* Maintains NJFF alumni database,
* Creates networking opportunities for alumni,
* Creates exclusive newsletters for alumni via Mail Chimp,
* Manages NJFF LinkedIn company profile and alumni group,
* Manages NJFF Facebook alumni group

*Preferred Majors: Communications, Journalism & Media Studies, Marketing, Advertising*