

## Graphic Design Intern

An internship at our firm provides the opportunity for a student to enhance her or his education by working with the team of a successful, award-winning organization involved in all facets of the design business. At the same time, it provides us with exposure to new ideas and fresh thinking.

*Duration:* June 1 to September 1.

*Education:* Enrollment in a graphic design or similar program at an accredited educational institution. Junior or senior class level preferred.

*Requirements:* Macintosh computer literacy essential. Familiarity with Windows helpful. Proficiency with QuarkXPress, Illustrator, and Photoshop essential. Familiarity with Dreamweaver, Flash, Clients and Profits and other programs helpful.

*Important attributes:* A willingness to learn, a desire to assist others, comfort in taking direction, and openness to new procedures are essential. An ability to communicate verbally as well as visually, and interest in the business aspects of graphic design are desired.

*Primary responsibilities:* To assist designers in performing their daily tasks as directed.

*Secondary responsibilities:* Limited opportunities to design or assist in the designing of print and electronic materials.

*Promotion path:* None.

*Salary/benefits:* \$10.00 per hour, 40-hour week. No benefits.

*Labor status:* This position is not exempt from federal and state labor laws. Time and a half is paid after 8 hours daily or 40 hours weekly.

*Academic credit:* To be determined by the student's institution.

*Supervisory responsibilities:* None

*Reports to:* President or other employees as designated.