

GRAPHIC DESIGN INTERN

Job Description

BASIC FUNCTION

The **Graphic Design Intern** is responsible for assisting the Graphic Design Manager with a range of print and web projects, such as print ads, lobby displays, printed collateral materials, and web graphics. This internship will also involve assisting in the creation of materials for SIFF Cinema, SIFF Education, Development, and Special Events.

REPORTING RELATIONSHIP

- Graphic Design Manager

QUALIFICATIONS

- Ability to take initiative, show good judgment, and manage projects from beginning to end
- Excellent writing, editing, and proofreading skills
- Exceptional ability to manage details
- Ability to multitask in a fast-paced environment
- Ability to meet deadlines and to anticipate next steps or needs
- Work effectively both independently and as part of a team
- Be available for 20-30 hours a week
- A bachelor's degree (or currently enrolled) in the liberal arts, design, or the equivalent work experience is recommended.
- Strong working knowledge of Adobe InDesign, Illustrator, and Photoshop
- Great taste

BENEFITS

- Great opportunity for an arts-loving graphic designer to develop skills in a fast-paced, highly creative environment
- SIFF Cinema tickets
- Class credit (if applicable)
- Resume / Portfolio builder

REFERENCES

- References should speak to the applicant's sense of camaraderie, integrity, professionalism, responsibility, and flexibility.

PORFOLIO

- Please send a link to your portfolio (or samples of your work) with your resume.

INTERNSHIP DATES

- Through December 22, 2014.