

GRAPHIC DESIGN INTERN Job Description

SIFF's mission is to create experiences that bring people together to discover extraordinary films from around the world. It is through the art of cinema that we foster a community that is more informed, aware, and alive. SIFF's core programs are The Seattle International Film Festival, SIFF Education and SIFF Cinema, operated in SIFF's Egyptian Theater, Uptown Theaters and the SIFF Film Center.

OVERVIEW AND IMPACT

The **Graphic Design Intern** position provides learning and professional development opportunities for someone entering the graphic design, marketing and/or film festival industry. This internship works with the Graphic Designer and Festival Graphic Design Associate with a range of print and web projects, such as advertising, lobby displays, printed collateral materials, and web graphics. This internship will provide the opportunity to directly assist in the creation of materials for SIFF Cinema, SIFF Education, Development and for the 2018 Seattle International Film Festival.

REPORTING RELATIONSHIP

- Reports to the Graphic Designer.

PRIMARY DUTIES & RESPONSIBILITIES

- Create and maintain design catalogs of work
- Aid in the design file upkeep, utilizing department naming conventions
- Assist the Graphic Designer and Festival Graphic Design Associate with the formatting of images for print, web, mobile, and social
- Help in the creation of different sized digital assets from approved designs as needed
- Create different sizes of SIFF promotional ads for the SIFF 2018 catalog and guide
- Support the creation of SIFF 2018 venue design toolkits for social, web, and enews marketing
- Assist in the creation of SIFF preshow cinema slides and trailer snipes
- Working closely with the Graphic Designer, assist in the creation of Festival 2018 email marketing templates for invitations, press, enews, and eblasts
- Assist in other design projects as needed

QUALIFICATIONS

- Ability to take initiative, show good judgment, and manage projects
- 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
- Excellent proofreading skills
- Be available for 20 hours a week
- A bachelor's degree (or currently enrolled) in the liberal arts, design, or the equivalent work experience
- Strong working knowledge of Adobe InDesign, Illustrator, and Photoshop
- Great taste

BENEFITS

- Résumé and portfolio building experience graphic design, marketing and communications, and the film festival industry
- Hands-on learning from established graphic design professionals in print and web-based graphic design and with Adobe InDesign, Illustrator, and Photoshop
- Great opportunity to learn about what happens behind the scenes of a year-round cinema and an international film festival
- Class credit (if applicable)
- Access to Cinema and Festival programming throughout the duration of the internship

REFERENCES

- Please provide at least three references that should speak to the applicant's sense of camaraderie, integrity, professionalism, responsibility, and flexibility.

INTERNSHIP DATES

- Part-time (20 hours/week) February 1 - June 15, 2018

TO APPLY

Email your resume, letter of interest, and three references to interns@siff.net. Please indicate **Graphic Design Intern** in the subject line.

SIFF is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We believe every employee has the right to work in an environment free from unlawful discrimination as is consistent with our commitment to diversity, respect, and inclusion. Consistent with applicable federal, state, and local laws, SIFF provides all employees and applicants with equal opportunity in all aspects of the employment relationship.