

## Internship at Grand Rapids Art Museum

**Title:** Graphic Design Intern

**Reports to:** Graphic Designer

**Length of Internship:** 3 to 4 months, start date by beginning of August. 20 hours per week.

### **Position Summary:**

This intern will gain valuable experience working in a museum setting while learning the skills necessary to be effective in conceptualizing, design, build, and extend brand experiences for the Grand Rapids Art Museum. The graphic design intern will be responsible for providing support for the communications department by assisting with the development and design of core GRAM graphics, logos, collateral event material and a variety of other creative tasks as assigned and described below.

### **Duties and Responsibilities:**

- Create and design print and digital materials
- Adhere to brand guidelines, and complete projects according to deadline
- Assist with planning and organization the technical production and timelines of print and mailing collateral, signage, wayfinding, and advertising.
- Collaborate with the Graphic Designer and Communications Manager to develop design concepts and prioritize a variety of projects
- Receive feedback from the Graphic Designer and Communications Manager and make necessary changes.
- Assemble final presentation material for printing as needed
- Maintain strong working relationships with outside vendors for smooth and timely execution

### **Requirements:**

Graphic Design major preferred. Candidate must demonstrate accountability, confidentiality, collaboration, strong organizational skills, and an aptitude for detail. Knowledge of layouts, typography, line composition, color, and other graphic design fundamentals. Proficient in InDesign, Photoshop, and Illustrator. Experience with print, production, and collateral material design across a variety of formats. Experience designing for web and various social platforms (particularly Instagram and Facebook). Candidate must effectively work as a team player. Demonstrate effective oral and written communication. Must have the ability to follow through tasks to completion and manage multiple ongoing projects simultaneously.

### **Compensation:**

Internships are unpaid; however, students may receive academic credit or volunteer hours. Students are responsible for making arrangements with their academic institution to receive credit for internships. GRAM provides parking vouchers for the adjacent downtown parking lot and reimburses mileage for GRAM related trips (pick-up and deliveries, last minute event errands, etc.)