



Center for Puppetry Arts Graphic Design Internship

The Center for Puppetry Arts seeks an intern to assist the Graphic Designer in day-to-day activities within the Marketing department. This internship will provide valuable, real-world experience as part of an in-house design team, as well as witness the operation of an active non-profit.

The intern will work approximately 10-15 hours per week during the quarter/semester for a total of 150 to 250 hours. Those hours may be worked M-F, 9-5, in any combination at the discretion of the intern and the supervisor. On the successful completion of the mutually agreed upon requirements of this internship, the intern will receive a \$200 stipend. This stipend is in gratitude of the intern's dedication to our organization and represents a nominal fee denoting the relative sacrifice of the intern's volunteer status. At the end of the internship, the intern must fill out a written evaluation of the program and the intern's supervisor will fill out a written evaluation of the intern's abilities and progress. The supervisor can be used as a reference for future job searches.

Desired Qualifications:

The ideal Graphic Design intern will:

- Be organized, detail-oriented, and self-motivated
- Possess strong design skills and a working knowledge of at least some of the Adobe Creative Suite software
- Be working toward an applicable major with a GPA of at least 3.0.

Non-college applicants will be considered if they can demonstrate a real interest/need in gaining experience in the field. Preference is given to applicants with experience working in nonprofits or who intend to pursue a career in the arts.

Compensation:

- Items produced by the intern can be added to their portfolio
- Real-world work experience in an in-house marketing department environment
- 4 free tickets to all family performances and 2 free tickets to all adult performances during the internship
- 20% discount in the Center's Museum Store
- Interns completing the full requirement of the internship will receive a \$200 stipend

The main duties of the intern Graphic Design will be:

Design Assistance

- Using Adobe Creative Suite software to design promotional collateral for print and digital use. Collateral can include
 - Print and/or web advertisements
 - Postcards, flyers, and/or posters
 - Brochures, activity sheets, and other various print items



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- Images, illustrations, banners, buttons, title cards, and other graphics for emails, etc.
- Editing imagery for the Center’s website, as well as various social networking sites

Collateral Management

- Adjusting or revamping promotional materials for print
- Assisting in acquisition and distribution of printed materials
- Organizing and maintaining inventory of printed collateral
- Maintaining promotional kiosks in the building

Video

- Special opportunities are available for interns with experience in video editing and access to the necessary equipment and software

REQUIRED APPLICATION MATERIALS

- Cover Letter
- Resume
- Design Samples
- Course Requirements (if applicable)

PLEASE SUBMIT ALL MATERIALS TO:

Email: internship@puppet.org

In Subject Line: “Name” – “internship applying for”

Example: John Smith – 2019 Summer Graphic Design Internship

Please note any attachment over 10 MB may need to be sent in separate emails.

No Phone Calls Please. If you have questions, please email Jena Lynch at internship@puppet.org