



Center for Puppetry Arts Graphic Design Internship

DESCRIPTION

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.

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
 - 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



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

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

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 Performance Internship)

No Phone Calls Please

If you have questions, please email Kenny Baker at
internship@puppet.org

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