

Graphic Designer Internship

SUMMARY: The Graphic Designer will be responsible for creating and maintaining advertisement and promotional materials and is an important member of the Library's Marketing initiative that is able to produce useful marketing projects. The Graphic Artist will be responsible for editing and accuracy of all marketing programs.

Must be an independent, energetic and out-of-the-box individual with ability to multitask and coordinate many projects at once. Team work and communication skills are necessary to coordinate the multitude of projects with the Directors, Managers, Vendors and Supervisors responsible for the assignments. This position is best-suited to the individual looking to have creative freedom while achieving corporate objectives.

ESSENTIAL FUNCTIONS:

- Assemble Adobe In-design files for print
- Create high resolution PDFs and upload to printers
- Responsible for organizing with servers retrieving photo and copy
- Able to add design flair to projects
- Able to design and update Library Webpage
- Responsible for using a digital camera to take photos of products, outline, label, color correct and upload to server

REQUIREMENTS:

- Junior, senior or graduate status, pursuing a degree in Graphic Design, Web Design or a related field
- 15+ hours of availability per week
- Excellent attention to detail and organizational skills
- Expertise in the Adobe Creative Suite
- Experience with Word Press and other Web publishing programs
- Strong proficiency with Microsoft Office
- This is an unpaid internship that may be taken for college credit, check with your school's academic advisor