

# GRAND RAPIDS SYMPHONY

Marcelo Lehninger, Music Director

## GRAPHIC DESIGN INTERNSHIP – WINTER/SPRING 2019

### WHAT TO EXPECT

You will work within the Symphony Marketing Department on diverse – portfolio worthy – graphic design projects to promote concerts and events, and graphically represent the Symphony and its internal departments. During your time, you will gain hands on experience and exposure to the role of a graphic designer in a non-profit organization as you learn, grow, and be mentored in your craft.

This internship is unpaid, but interns are eligible to receive 2 free tickets to most Symphony concerts. Symphony interns also have the great benefits of gaining real world portfolio pieces from the second largest arts organization in the State of Michigan while being led and coached by a professional designer.

#### As an intern, your responsibilities will include:

- **Designing Materials** – You will work with our Graphic Designer to create postcards, brochures, posters, signage, etc. to help promote our concerts and events, in addition to other design projects that will serve the organization.
- **Attending Staff Meetings** – You will have the opportunity to observe and participate in staff meetings where various communications will be discussed and where we will brainstorm ways to reach our community and audience.
- **Staffing Symphony Concerts** – As part of your Symphony intern experience, you will be called on to work at 5 Symphony concerts as an assistant to the Front of House marketing staff. This is a cool opportunity to see some of the outworkings of the marketing that the Symphony does and lets you experience the product that you are working to promote.
- **Other Tasks** – While most of your time will be spent designing, there may be occasions that you will be called upon to perform other miscellaneous tasks, much like the flexibility that is also required of the full time Symphony staff.

### REQUIREMENTS

All interns must be at least 18 years old. We also accept recent college graduates. The ideal applicant should be artistic yet practical, focused yet relaxed, assertive yet respectful, with excellent communication skills, a positive attitude and a willingness to learn and grow. While we do like to fit your projects based on your abilities, we do require experience with InDesign, Illustrator, and/or Photoshop to be considered for this internship. Applicants must use their own laptop with the Adobe Design Suite.

### TIME COMMITMENT

As an intern, we are looking for you to commit 16-20 hours a week during our office hours of 9 AM – 5 PM, Monday through Friday. Schedules are flexible and customizable.

### HOW TO APPLY

Please submit a letter of interest and your resume to Nate Knobloch at [nknobloch@grsymphony.org](mailto:nknobloch@grsymphony.org). Questions can also be directed to this email. Design examples are appreciated.