

The Air Zoo

Position Title: Graphic Design Intern

Supervisor: Marketing Department Team

Position Objectives: Internships at the Air Zoo are unpaid positions with the minimum requirement of 120 hours. It is preferred that an intern maintain a full time schedule for at least 8-12 weeks while enrolled in a degree granting program (undergraduate, graduate level or PhD0 at the same time of the internship.

Responsibilities

1. Preparing images and graphics for web
2. Preparing documents for print publications
3. Retouch photographs, including color correcting and resizing images
4. Create assets for social media platforms
5. Organize and sort existent Marketing collateral
6. Contribute ideas on various marketing creative projects
7. Assist with administrative duties, as needed
8. Other duties that may apply

Requirements

1. Experience in Adobe Creative Cloud (portfolio examples required)
2. Strong graphic and typographic knowledge
3. Excellent communication and writing skills
4. Proficient in Microsoft Office
5. Ability to work independently or as part of a team
6. Ability to work on multiple tasks at one time
7. Detail oriented

Qualifications

1. A resume with the following information: current major, classes completed, and which degree will be achieved
 2. Three references, two of which are professional
 3. Recent school transcript
 4. Recent design portfolio samples
 5. Volunteer application
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Incumbent

Date

Supervisor

Date

Human Resources

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

11/20/2015
Digital Assets Intern