

SUMMER OF THE ARTS
POSITION DESCRIPTION: GRAPHIC DESIGN & PHOTOGRAPHY INTERN
HYBRID INTERNSHIP: REMOTE AND IN-OFFICE

Position Summary: The Graphic Design Intern assists with conceptual development, design, and editing of projects. Examples of projects include: posters, t-shirts, print and web advertisements, event programs, VIP passes, maps, social media and newsletter graphics and motion graphics. Photograph all aspects of festivals, as well as other activities needed on festival grounds. We want an individual that will creatively engage with our organization and promote Summer of the Arts and its festivals to community and potential donors while never losing sight of our mission to provide free, inclusive, all-ages programming to the local community. *Must have knowledge of Adobe Creative Cloud Design Software. Must be able to work in a fast-paced design environment and manage multiple tasks and assignments.*

Hours: This internship is 10 hours per week, with more hours during festival weekends. Internships run February through August. Must be available the weekends of June 4-6 and July 2-4. The internship will be a hybrid model, beginning as a remote internship in February-April, with an in-person commitment of 1 shift per week. This will, of course, depend on future COVID-19 activity.

Compensation: This is an unpaid internship; we highly encourage students to take the internship for academic credit. There will be a *Getting to Know Nonprofits* workshop series and networking opportunities offered throughout the internship.

Essential Duties and Responsibilities

Graphic Design Projects:

- Update festival maps for operations, programs, and website
- Create visually dynamic posters for weekly festivals
- Design all visual content for festival t-shirts, print and web advertisements, social media graphics, VIP passes, festival signs and banners
- Layout and design annual report and miscellaneous marketing materials

Festival Operations:

- Photograph all aspects of festivals: artists, musicians, booths, volunteers, festivalgoers, food vendors, crowds, etc.
- Edit, label, and organize your photos on the shared drive
- Help as needed with festival preparation and onsite activities

Knowledge, Skills and Qualifications

- Motivated self-starter with good time management and organizational skills; strong on follow-through
- High proficiency with use of graphic design software including Illustrator, InDesign, and Photoshop
- Excellent verbal and written communication skills; an effective listener and team player
- Strong degree of integrity and highly ethical approach to all aspects of assigned responsibilities
- Knowledge of software including Microsoft Office suite

Outcomes

- Develop and/or strengthen industry-appropriate skills
- Problem-solve in the moment / think on your feet in the office and at festivals
- Professionally and respectfully communicate in person and in writing
- Understand nonprofit structures, organizing principles, and the impact we have on the Iowa City community

Position reports to: Lisa Barnes, Summer of the Arts Executive Director

Email cover letter, resume, and portfolio (if applicable) to:

Lisa Barnes: lisa@summeroftheARTS.org

Andrea Truitt: andrea@summeroftheARTS.org