



Graphic Design Internship

Summer, 2019

Des Moines Arts Festival® Graphic Design Intern will assist the Festival staff in the preparation and execution of the Festival. The position begins full time following the conclusion of the spring semester, through the three-day event, and ending the last week in July. This key position assists staff in the preparation and execution of the Festival's collateral and on-site materials. This internship does include a stipend.

Job duties will include but are not limited to: designing banners and on-site signage and communicating with the Festival's print company, assisting with creative, creating ads and program materials, compiling/updating information, creating credentials, designing VIP/sponsor packets, collaborating with artist, merchandise, and volunteer relations teams, and manual labor. All interns are involved in the day-to-day operations of the organization. We work together as a team, helping each other successfully execute the details of the event production. Extensive hours are required during the week of the event, and likely during the month of June leading up to the event (nights & weekends where needed). All interns are expected to contribute to the overall success of the Festival including load-in and load-out of the Festival and any 'heavy lifting' required to be successful.

At the conclusion of the internship, each intern is encouraged to compile a collection of finished materials to add to their portfolio, providing a tangible asset for their resume.

Qualifications we seek:

- Responsible
- Very detail-oriented
- Self-starter
- Self-sufficient independent worker
- Hard-working
- Upbeat and positive attitude
- Enjoys manual labor and hands-on activities
- Can handle working outdoors (in any weather element) and on their feet for several hours

Skills we seek:

- Solid working knowledge of most computer programs such as Microsoft Word, Excel, Access, Power Point, Publisher.
- Extensive knowledge and experience with design programs is a **MUST** (Illustrator, InDesign, Photoshop).
- Photography skills including experience using an SLR camera are a plus.
- Solid writing and communication via letter writing and emails.

Resumes and Cover Letters should be sent to Daphne Dickens via email ddickens@desmoinesartsfestival.org. Questions may be directed to Daphne via email or phone: 515-286-4956.