



GRAPHIC DESIGN INTERN

POSITION SUMMARY:

We are looking for an enthusiastic, detail-oriented student who is pursuing a degree graphic design. Ideal candidates will be resourceful, innovative, and have a passion for their work and engaging with others. Primarily the intern will work with the Marketing & Communications Manager and Graphic Designer to maintain the look and feel of all print and digital marketing materials and ensure consistency with the existing brand identity of Green Bay Botanical Garden. We offer one unpaid internship for 10-15 hours per week Monday-Friday during the spring (February-May), summer (June-August) and fall (September-December) semesters.

POSITION RESPONSIBILITIES:

1. Update layouts that convey the look and feel of all print and environmental collateral (brochures, rack cards, invitations, direct mail, posters, advertisements, outdoor banners and signage) to promote the Garden and its programs consistent with the existing brand identity.
2. Defend and maintain the integrity of the existing brand identity within prescribed graphics standards.
3. Assist with design project management from concept through execution to design logos, brochures, catalogues, invitations, direct mail, web graphics, posters, and outdoor banners and signage for special events and exhibits.
4. Assist with graphic design for nationally touring exhibit; Nature Connects®: Art with LEGO® Bricks coming to the Garden in 2018.
5. Other duties as requested.

EDUCATION, EXPERIENCE AND ESSENTIAL FUNCTIONS:

1. Second year or higher student seeking degree in graphic design.
2. Intermediate working knowledge of Adobe Creative Cloud versions of InDesign / Illustrator / Photoshop, Acrobat and Microsoft Office.
3. Knowledge of print production and prepress file preparation.
4. Excellent written, verbal and interpersonal communications skills with sincere desire to serve the public.
5. Ability to write in a voice different from your own, and proof read for self and others.
6. Excellent organizational and time management skills.
7. Complete tasks demonstrating attention to detail, accuracy and thoroughness.
8. Ability to switch gears rapidly and keep many projects going in various stages of development at the same time.
9. Dependable, reliable and team player.
10. Experience working within a non-profit environment and/or using community resources is a plus.
11. Web design experience is a plus.
12. Photography skills are a plus.

TO APPLY:

Email completed application with supporting documentation and your electronic portfolio to Aubrey Brennan at marketing@gbbg.org by: Spring – December 1; Summer – March 1; Fall – May 1