



## 826DC Graphic Design Internship Description

**Position Title:** Graphic Design Intern

**Employment Type:** Part-Time Intern

**Reports To:** Director of Development and Programs Staff

**Fall Internship Dates:** September 9 – December 6, 2019

**Application Deadline:** August 23, 2019

Graphic Design interns work closely with 826DC's Director of Development and Programs staffers to create event and marketing materials, student publications, flyers, newsletters, volunteer outreach materials, and more. By the end of the internship, designers will have gained skills in both design and navigating a professional environment, and insight into nonprofit and publishing environments.

### Responsibilities

- Design and create print materials for 826DC's events, programs, storefront, and fundraising/donor initiatives.
- Design and create products for the storefront: Tivoli's Astounding Magic Supply Co.
- Support website design and maintenance.
- Assist in the development of an internal 826DC style guide.
- Design and create print layouts for 826DC publications, including chapbooks, literary magazines and journals, and writing workshop materials.
- Assist in a design upgrade of internal 826DC manuals, guides, "how to" materials, and other sustainability documents, as needed.
- Works a regular weekly shift (3 hours) in Tivoli's Astounding Magic Supply Co., and uses shift to inform store visitors about 826DC and its programs.
- Supports 826DC fundraising, volunteer outreach, and community events and initiatives, as appropriate; attends, as they are able, 826DC events and volunteer socials.
- Writes appropriate and relevant content for 826DC's blog, website, and social media.
- Responds in a timely manner to emails sent to [intern@826DC.org](mailto:intern@826DC.org).
- Performs other duties, as assigned.

### Expectations

- Interns are expected to be able to work independently to meet deadlines while also maintaining flexibility and adaptability to changing circumstances and situations.
- Interns are expected to take direction from others and offer their own ideas and recommendations.
- Interns are expected to ask for help, support, and resources when they need these, and to speak up early when they are not able to meet a deadline or complete a task or project.



- 826DC expects interns to bring their personality to the work they do at 826DC.

### **Qualifications**

- Minimum commitment of **15 hours** per week for the semester.
- Proficiency with Adobe Creative Cloud (or previous CS): InDesign, Illustrator, and Photoshop required.
- Excellent written and verbal communication skills.
- Basic knowledge of Microsoft Word programs.
- Knowledge of web-based software is a plus (HTML/CSS, MailChimp).
- Proven ability to organize and prioritize work.
- Proven ability to work independently with little supervision.
- Excellent interpersonal skills.

### **Compensation**

This internship does not receive a stipend from 826DC. We strongly encourage all interns to research and apply for funding through their university or community as many programs offer grants for unpaid internships at a nonprofit.

### **Application**

Please send resume, cover letter, two references, and a sample of your portfolio or graphic design work to [hr@826dc.org](mailto:hr@826dc.org).

Interns of all ages and backgrounds are encouraged to apply. 826DC is an affirmative action/equal opportunity employer, and strongly encourages persons of color, females, LGPTQIA persons, and persons with disabilities to apply for this position.