CROCKER art museum

GRAPHIC DESIGN INTERNSHIP

Marketing Communications is responsible for the creative development and implementation of promotional, media and community relations activities to develop and broaden audiences for Museum programs, exhibitions and special events.

QUALIFICATIONS:

- Undertaking a bachelor's degree in Visual Communications is required.
- Have working knowledge of desktop publishing programs. Adobe CS5 experience is ideal.
 Own a laptop computer (we have limited workstation resources).
- Strong organizational skills.

RESPONSIBILITIES OR DESCRIPTION:

- Assist Graphic Designer in all aspects of department work.
- Follow design templates to produce ads, rack cards and exhibition-related materials.
- Act as lead designer on at least one project during the internship as determined by the Senior Graphic Designer.
- Help maintain photo archive and clean up photos for publication, i.e. cropping to achieve best composition, color correction, masking 3D objects and other skills you feel would enhance the visual quality of our photos, renaming and categorizing photos for ease of use.
- Assist in the updating of Museum website, inserting photos and sponsor logos.
- Interns who continue in the department more than 3 months will be given greater levels of responsibility and opportunities to be the lead designer on projects.
- Strong typography skills are preferred.

SCHEDULE:

The time periods are flexible between 8 AM – 6 PM, Monday through Friday, with an average of 10 to 15 hours per week. Opportunities for more hours may be available on a project per project basis, but is not guaranteed. Hours per week are flexible and may be determined by your professor to obtain course credit. Working from home on certain projects is also welcome.

EXPECTATIONS:

- This position is expected to:
 - o Gain an understanding of workflow in a high-production environment
 - o Experience design projects from inception through production
 - o Share your expertise with others while enhancing your own skill set and aesthetics.
 - o Love art and the Crocker Art Museum.

Contact: Mark Hebert, Senior Graphic Designer

mhebert@crockerartmuseum.org (email resume, cover letter, and a few work samples)