

**POSITION TITLE**

Graphic Design Intern

**DESCRIPTION**

The Visit Lubbock Graphic Design Intern (*a paid position*) is responsible for providing support for the marketing department through a variety of channels, mostly print and digital with some web updates using WordPress. The Graphic Design intern will report to the Marketing Director and/or Senior Designer, and will assist with the development and design of various graphics and collateral event materials as well as a variety of other creative tasks as assigned. You will have the opportunity to build your portfolio by creating print and web material, while gaining valuable hands-on design experience and learning to meet deadlines in a fast-paced, creative environment.

*Responsibilities include but are not limited to:*

- ▶ Assist in design, layout and updates to various collateral.
- ▶ Prepare images to coincide with social and blog posts.
- ▶ Assist with website and blog updates via WordPress.
- ▶ Attend meetings or other events as required.
- ▶ Other projects as assigned.

**JOB REQUIREMENTS**

- ▶ Proficiency in Adobe Creative Suite (specifically InDesign, Illustrator and Photoshop).
- ▶ Knowledge of Microsoft Office Programs.
- ▶ Strong attention to detail with well-honed typographic and design skills.
- ▶ Has an eye for consistency; ability to multi-task with changing priorities.
- ▶ Computer knowledge for both MAC and PC environments.
- ▶ Strong communication (written and verbal) and administrative skills.
- ▶ Writing and proofing skills are required.
- ▶ Flexible and organized team player.
- ▶ Ability to work independently and complete assigned tasks within given time frames.
- ▶ Quick learner & efficient.
- ▶ Maintain a positive attitude to continued learning and support of the Marketing team.
- ▶ Able to work well under pressure.
- ▶ Open to constructive criticism and feedback.
- ▶ Photo and video editing skills are a plus.
- ▶ Working towards a BA or certificate from a Fine Arts program/Graphic Design school is a plus.

**Qualified candidates should send their resume and a digital portfolio to:**

*kristie@marketlubbock.org & elizabeth@marketlubbock.org*

**DEPARTMENT**

Visit Lubbock

**COMPENSATION**

Paid

**HOURS**

20/week

**GRAPHIC DESIGN EXPERIENCE**

Preferably 1 year