

Position Title: Graphic Design Intern
Type of Employment: Part-time
Duration: Semester, possible ongoing opportunities
Work Week: 10-15 hrs/week (during business hours)
Work Location: LeMoyne Center for the Visual Arts
Worksite Address: www.lemoyne.org

LeMoyne Center for the Visual Arts *Internships* are designed to offer students amazing opportunities in programs ranging from arts administration, exhibition and collections, programming, education, membership and fundraising, marketing and public relations, historic preservation and conservation, volunteer management and graphic design, for undergraduate and graduate students of Arts Administration, Art History or Museum Studies, Visual Communications, Journalism and more!

As a *graphic design intern*, you will be fully integrated into the marketing and public relations and photography work under the direction of the executive director and be involved in the organization's branding efforts, the development of marketing collateral, including quarterly newsletter, e-blasts, website, annual report, exhibition program books and signage. Candidates must be available weekdays, have an interest in learning graphic design or visual communications techniques in a nonprofit and/or gallery/museum setting. Creative design skills, knowledge of graphic design programs and solid organizational and time management skills are required.

Applicants must attach a cover letter that addresses the candidate's interest in the internship along with a resume and names of three references.

Essential Duties

1. Assist in the functions of marketing and public relations and with all tasks focused on the development of visually appealing marketing collateral, and the creation of online photo library and gallery, including images from exhibitions and events and of exhibitions and permanent collection pieces.
2. Develop templates for key marketing pieces and organizational policies related to use of logo, tagline and templates.
3. Assist in the development of design and printing timeline for design.
4. Work with the executive director to prepare content to reach broad audiences through such communications vehicles as the LeMoyne website, quarterly newsletter, annual report and e-blasts, highlighting permanent collection, events, exhibitions, artists, programs and services.
5. Interact with the LeMoyne staff, board members, sponsors, the general public, visiting scholars, students and other LeMoyne constituents to gather and exchange information on LeMoyne's programs and services.

Education and Experience

1. Undergraduate or graduate student of Arts Administration, Journalism, Communications and Marketing.

Skills & Abilities

1. Ability to solve problems and regularly exercise discretion and independent judgment.
2. Ability to be a team player in active and diverse office environment.
3. Well-developed graphic design skills, familiarity with printing process, photography and imaging skills desirable.
4. Self-directed; ability to take initiative and anticipate actions needed; excellent interpersonal skills.
5. Ability to be organized, juggle multiple tasks and meet deadlines.
6. Proficiency with working on a MAC using the Adobe Suite, including Illustrator, Quark, PhotoShop and InDesign, as well as Microsoft Office: Word, Excel and PowerPoint.

Please send cover letter, resume and references to:

Carole Bernard
Executive Director
LeMoyne Center for the Visual Arts
125 N. Gadsden Street
Tallahassee, FL 32301
carolebernard@lemoyne.org