



Graphic Design Internship

Fall 2017

Position Description

The Graphic Design intern is a part-time unpaid practicum. The intern reports directly to the Senior Graphics Designer and learns about the successful production of graphic designing for large-scale festivals as well as smaller events.

The internship is designed to provide the student with a broad-based learning experience, so that they are exposed to the designing required for the promotion and marketing for events of a national caliber. The Senior Graphics Designer works with the student to identify projects that meet their educational and career goals. Projects may include:

- Assisting with producing collateral material for this non-profit organization's events and promotions, which include: Baltimore Book Festival, Baltimore Farmers' Market & Bazaar, New Year's Eve Fireworks, Light City as well as satisfying the graphic needs of our satellite facilities: Bromo Seltzer Arts Tower, Cloisters Castle, School 33 Art Center, and Top of the World Observation Level. Materials may include:
 - Magazine/Newspaper Ads
 - T-Shirts/Merchandise
 - Maps
 - Props and Sets
 - Postcards/Rackcards
 - Signs/Banners
 - Programs
 - Photo Archives
- Designing e-flyers, ads and updating images on BOPA's Website
- Undertaking other projects and research as needed for other departments/events within the Baltimore Office of Promotion & The Arts

Qualifications

- Current college –junior or senior–or graduate students are eligible to apply. **Applicants who are not registered students are not eligible.**
- Major in Graphic Design or related program
- Excellent oral and written communications skills; able to provide outstanding customer service to organization
- Ability to multi-task; superior attention to detail; strong organizational and analytical skills
- Proficiency in Adobe Illustrator, Photoshop & In-Design is required.
- Ability to conduct Internet research
- Working knowledge of Microsoft Office applications. Ability to work in a Mac environment.

Hours & Compensation

- Must be available at least two days per week or the equivalent of at least 14 hours per week; BOPA is open Monday to Friday from 9:00am to 5:00pm.
- Student must be able to work on-site as an intern for a portion of the Baltimore Book Festival, September 22-24, 2017.
- This is an unpaid position.
- Intern may be eligible for gaining college/university credits toward graduation. (Intern should explore this possibility with their school prior to applying for the internship.)
- Parking or Monthly Transit Pass to Downtown Baltimore may be provided.

To Apply for an Internship:

Please send your resume, cover letter, and portfolio by email to: Markell Cassard at mcassard@promotionandarts.org. In the Subject Line of your email, please identify the name of the internship for which you are applying.

Application Deadlines:

Application due no later than September 15, 2017.