

DESIGN INTERN JOB DESCRIPTION **(Part-time, non-exempt)**

Reports to: Marketing Manager

Works with: Creative Arts Department and Chapel staff

Status: Intern (22-24 hours/week)

Job Overview

The design intern works (22-24 hrs/wk) as an integral part of the Creative Arts team. Their role is to understand ministry needs/wants and interpret them into design solutions based on those needs. Responsibilities include designing social media graphics, postcards, brochures, sermon series branding, signage, etc. as well as printing some items in-house. The design intern will receive their tasks from and report to the Marketing Manager.

Candidate Characteristics

This person also must be a team-building leader with a servant's heart. Must work well with a variety of personalities and be self-motivated. The ideal candidate will think out-of-the-box and enjoy new creative ideas. This person must have the ability to be flexible in an environment where there may be frequent changes.

Job Requirements

- Contribute as a member of the overall Creative team.
- Have excellent time management skills and ability to turnaround last-minute projects.
- Strong understanding of current trends and design techniques.
- Basic knowledge of pre-press/preparing artwork for print.
- Basic knowledge of photography is a plus.
- Must be able to actively participate in group brainstorming, conceptualization and storyboarding
- Use established branding to create graphics and design layouts for print, web, social media, etc.
- Must be able to communicate well with clients and outside vendors
- Be comfortable with Adobe Creative Suite, specifically Illustrator, InDesign, and Photoshop
- Be comfortable using Apple computers
- Must be a be willing to learn and not be afraid to try new things
- Possess a "can-do" attitude, be self-motivated and driven to fix problems without being told.
- This person must operate in an environment that does not require day-to-day micro-managing.

Experience

Have completed or are finishing up a bachelor's degree in graphic arts, design, communications, or related field.

To apply:

Submit resume and portfolio to: jane.day@thechapel.life