



## Graphic Design Intern Position Summary May 4, 2008

The Graphic Design Intern is responsible for working closely with the Marketing team to assist in a diverse range of projects.

### **Position Summary:**

Actively works on a variety of production tasks, tracks projects, assists the graphic designer to coordinate the marketing and creative services projects, and increases both cost- and time-efficiency to the department.

### **Essential Duties and Responsibilities:**

Assists graphic designer in the execution of the following:

- Production art needs for marketing and creative services department
- Production art needs to produce final packaging artwork including labels, hangtags, headers, inserts, logos, sales support literature, and web sites
- Production art necessary for presentations:
  - Product line grids
  - Binder covers
  - Product spec pages
  - Sales manuals
- Other collateral projects as needed after design phase:
  - Finalize packaging comps
  - Mounting & trimming of projects
  - Assisting on catalog, web site, and workbook production as needed
  - Color palette development
- Production needs to produce items for trade show booths and sales meetings:
  - Executing comps for packaging and displays
  - Sales manual needs
- Other duties as assigned and needed

### **Qualifications:**

- Working towards a degree in graphic design
- Good working knowledge of MacIntosh System and Graphic Software Programs including Indesign, Illustrator, and Photoshop
- Must be able to function effectively in a team environment and handle multiple projects at one time
- The position reports directly to the marketing manager and works closely with the graphic designer
- Excellent attention to detail
- Dependability and punctuality
- Personal computer with appropriate software would be advantageous