

Internship Announcement

Position: **Graphic Design Intern, Summer 2018**

Hours and Compensation: MIM will work with interns to create a schedule that fits the needs of both the student and the department. Interns will be compensated at the current minimum wage. Candidates for this internship should be able to fulfill approximately 20 hours per week.

Position Summary: MIM seeks an intern to work alongside its creative team on various aspects of marketing, advertising, and community outreach for the museum and MIM Music Theater. The intern will work closely with the Creative Department's senior graphic designer and graphic designer as well as with commercial printers to create graphics that are visually stimulating and highly informative.

Position Responsibilities:

- Assist in the design of marketing materials for internal and external promotion of the museum, MIM Music Theater, events, education, and exhibits. Projects include flyers, table tents for Café Allegro, signage, web and e-mail graphics, paid advertising (print and online), and event calendars
- Create and supply production-ready graphic files for printers/suppliers/vendors
- Follow design parameters and stylistic guidelines consistent with the MIM brand
- Coordinate with other in-house designers to establish and maintain consistency of brand-driven design elements throughout the museum
- Ensure that MIM's marketing content is visually, intellectually, and physically accessible to the widest possible audience

Qualifications:

- Current student enrolled in an accredited degree program, or a recent college graduate
- Self-starter demonstrating initiative, flexibility, and resourcefulness
- Able to work both independently and with supervision
- Well organized and able to manage details efficiently
- Able to work effectively in a fast-paced environment with multiple priorities and deadlines
- Excellent design and proofing skills
- Strong verbal communication skills
- Proficient in Adobe Creative Cloud (InDesign, Photoshop, and Illustrator) and MS Office
- Knowledge of HTML and WordPress is a plus but not required
- Previous design or production experience, with a desire to pursue a career in graphic design or advertising preferred
- Background in music is a plus

Educational Objectives:

- Gain professional design experience at a world-class nonprofit organization
- Gain experience working with customers (i.e., numerous internal departments and external customers and suppliers)
- Participate in graphic design, advertising, and printing processes
- Strengthen understanding of successful design methods
- Become familiar with nonprofit, specifically museum, administration practices
- Improve design and communication skills

For more information please visit our website at mim.org

Qualified candidates should submit a resume and cover letter via the link below:

https://workforcenow.adp.com/jobs/apply/posting.html?client=themim&jobId=77617&language=en_US&source=CC2