



Graphic Design Intern

Unpaid position; available immediately

The Children's Museum of Southern Minnesota is the catalyst for building a stronger, more vibrant community around play so that all children in our region can share in a bright future of opportunity and well-being.

Internship Description

The Graphic Design Intern will support the Museum's Marketing and Communications team by helping to design and produce internal and external communications and marketing materials. Exact duties and projects will be determined by mutual agreement of the intern and Museum staff.

This unpaid position responds to the Marketing and Communication Coordinator and is applicable towards course credit. Minimum required hours are 10 per week. Days and times are flexible.

Internship Responsibilities:

- Assisting with design and production of internal and external communications, such as document templates, flyers, posters, banners, exhibit signage, ads, and more. This may include graphic layout and design, editing, and some copywriting.
- Updating existing creative designs to reflect current programs and campaigns.
- Assisting with photo-editing.
- Collaborating with other Museum staff in creation of marketing and communications materials.

Qualifications

- Currently enrolled in or completed some post-secondary education, preferably in the field of Graphic Design, Technical Communication, Marketing, or related fields.
- Strong working knowledge of Adobe Creative Suite and/or other creative tools.
- Working knowledge of MS Word and basic knowledge of the rest of MS Office.
- Strong writing and communication skills.
- Possession of a laptop computer and relevant software.
- Ability to coordinate multiple tasks and projects and to work independently and in a team environment.
- Ability to meet tight deadlines.
- Desire to work in a fun, fast-paced, professional atmosphere.

Application

To apply, submit a cover letter and resume to Ines Wingert, Marketing and Communications Coordinator at ines.wingert@cmsouthernmn.org