



## Graphic Design Intern

The intern will work at least 15 hours per week during the quarter/semester, for a minimum of 150 hours. Those hours may be worked in any combination at the discretion of the intern and the supervisor.

The intern must be organized, detail-oriented, possess strong typography and layout skills, and be a graphic design major with a GPA of at least 3.0.

The successful candidate must be enthusiastic, motivated and possess the desire to grow within our organization. This role requires strong creative skills, excellent customer service, the ability to take initiative and work independently, in addition to superior interpersonal and design skills.

Proficiency in InDesign, Illustrator and Photoshop is required. Some knowledge of Dreamweaver and basic HTML is preferred, but is not mandatory.

The intern is considered an integral part of the Marketing & Communications department and as such, their ideas and input will be valued.

**This is an unpaid internship.** Payment will be the items produced that the intern can put into their portfolio, as well as real-world work experience.

At the end of the internship, the intern will fill out a written evaluation of the program, and the intern's supervisor will fill out a written evaluation of the intern's abilities and progress. The supervisor can be used as a reference for future job search.

### **The main duties of the graphic design intern will be:**

- Assist the graphic designer in producing print, html and web projects
- Assist in designing ads for various publications
- Assist in designing programs for various Chamber events
- Assist with photo taking at events as they occur throughout the quarter/semester
- Research Web 2.0 projects
- Attend weekly meetings with the designer and marketing team
- Assist in brainstorming concepts for upcoming projects
- Miscellaneous tasks as they arise or as specific interests develop

To apply, send a resume and a brief cover letter to graphic designer Lily Tran, [ltran@lachamber.com](mailto:ltran@lachamber.com).

**Deadline to apply is March 12, 2010.**