

GRAPHIC DESIGN INTERN JOB DESCRIPTION

Virginia Historical Society

Programs Division

Title: Graphic Design Intern

Reports to: Visual Communications Officer

Hours per week:

8-10 hours per week, unpaid, maximum 150 hours per semester

Education and Experience:

3.0 GPA

Undergraduate student in a degree program for Graphic Design, Marketing, or Business
Experience/Interest in Museums, and History preferred

Start Date: August 28 (Orientation)

Summary: The Graphic Design Intern will work with the Visual Communications Officer to conceive, design, and produce printed and web-based graphics that represent and support VHS programs.

Duties and Responsibilities:

- Producing and/or redesigning print collateral related to VHS programs;
- Website graphics;
- Facebook graphics and analytics;
- Photography
- Photo editing;
- Creating exhibition graphics and text labels;
- Researching images to use in exhibits and publications;
- Transferring and/or recreation QuarkXPress files to InDesign and/or Illustrator;
- Website updates;
- General creative tasks that may arise.

Knowledge and Skills

- Knowledge of:
 - Adobe Creative Suite, specifically:
 - Adobe Photoshop
 - Adobe InDesign
 - Adobe Illustrator
 - Adobe Lightroom
- QuarkXPress
- Microsoft Office programs
- General interest in history and museums

Application Requirements

- Complete online application

- Send resume and cover letter
- On-site interview
- **Application Deadline:** August 18, 2017 for Fall 2017
- For additional information, please contact Jennifer Nesossis, Visual Communications Officer, at jnesossis@vahistorical.org.