

Graphic Design Internship

Spring/Summer, 2021

Application Deadline: October 31, 2020

2021 DMAF Dates: June 25-27



Join the Des Moines Arts Festival® staff in the carefully detailed preparation and execution of the Festival. This will be a fun-packed position that builds a diverse set of new skills and experience. The internship is part time starting early/mid February and begins full time following the conclusion of the spring semester, through the three-day Festival, and ending the last week in July. This key position assists staff in the preparation and execution of the Festival's collateral, merchandise, and on-site materials. This internship does include a stipend.

Job duties will include but are not limited to: designing banners and on-site signage and communicating with the Festival's print company, assisting with creative, creating ads and program materials, compiling/updating information, collaborating with artist, merchandise, and volunteer relations teams, and manual labor. All interns are involved in the day-to-day operations of the organization. We work together as a team, helping each other successfully execute the details of the event production. Extensive hours are required during the week of the event, and likely during the month of June leading up to the event (nights & weekends where needed). All interns are expected to contribute to the overall success of the Festival including load-in and load-out of the Festival and any 'heavy lifting' required to be successful. At the conclusion of the internship, each intern is encouraged to compile a collection of finished materials to add to their portfolio, providing a tangible asset for their resume.

Qualifications we seek:

- Responsible
- Very detail-oriented
- Motivated self-starter
- Self-sufficient independent worker
- Hard-working
- Coachable and a team player
- Upbeat and positive attitude
- Enjoys manual labor and hands-on activities
- Can handle working outdoors (in any weather element) and on their feet for several hours

Skills we seek:

- Solid working knowledge of most computer programs such as Microsoft Word, Excel, Power Point, Publisher.
- Extensive knowledge and experience with design programs is a **MUST** (Illustrator, InDesign, Photoshop).
- Photography skills including experience using an SLR camera are a plus.
- Solid writing and communication via letter writing and emails.

Resume, Cover Letter, and Electronic Portfolio should be sent to Daphne Dickens via email ddickens@desmoinesartsfestival.org.

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SUITE 100

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