Steelcase Graphic Design Internship at Grand Rapids Art Museum

Title: Graphic Design Intern  
Reports to: Director of Communications

Length of Internship: 3 - 4 months, start and end dates flexible, 10-20 hours per week. Office hours are flexible Monday through Friday between 9am and 5pm.

The Grand Rapids Art Museum seeks a Graphic Design Intern to assist our Communications Department with a variety of upcoming design and production projects, ranging from print collateral, digital graphics, and environmental signage.

Duties and Responsibilities:  
The Graphic Design Intern will gain valuable experience working in a museum setting while learning the skills necessary to be effective in creative design activities for a very busy, community-oriented organization.

- Create and design a variety of print and digital materials
- Adhere to brand guidelines and complete projects within assigned deadlines
- Assist with planning and organization the technical production and timelines of print and mailing collateral, signage, wayfinding, and advertising.
- Collaborate with the Graphic Designer and Director of Communications to develop design concepts and prioritize projects
- Receive feedback from the Graphic Designer and Director of Communications and make necessary design changes.
- Assemble final presentation material for printing as needed
- Maintain strong working relationships with outside vendors for smooth and timely execution

Requirements:
- Students at the 3rd year level or greater studying Graphic Design, Visual Arts or other degreed programs related to any type of creative design work.
- Proficient in InDesign, Photoshop, and Illustrator.
- Excellent professional verbal and written communication skills including the ability to compose, edit and proof correspondence and documents required.
- Creative ability to efficiently and effectively translate ideas into action.
- Must be a high-energy self-starter with extraordinary organizational skills.
- The ability to prioritize assignments and see work through from start to completion.
- High level of multi-tasking abilities and attention to detail.

Compensation: Interns will be paid at $15/hour and students may receive academic credit or volunteer hours. Students are responsible for making arrangements with their academic institution to receive credit for internships. GRAM provides parking vouchers for the adjacent downtown parking lot and reimburses mileage for GRAM related trips (pick-up and deliveries, last minute event errands, etc.)

To apply for this internship, please submit a cover letter and resume to: intern@artmuseumgr.org. Please include “Graphic Design Intern” in your subject line.