



**Center for Puppetry Arts  
Marketing Department  
Graphic Design Intern  
Job Description**

The Center for Puppetry Arts seeks and intern to assist the Graphic Designer. This internship will give the intern valuable real-world experience in print and web design, as well as providing the Center with additional manpower.

The intern will work at least 15 hours per week during the current 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, and detail-oriented, possess strong typography and layout skills, and be a graphic design major with a GPA of at least 3.0. Due to limited office space at the Center the intern will mostly work off-site, so access to a computer (preferably Mac) is mandatory. Proficiency in Quark, 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/Public Relations department and as such, their ideas and input will be valued.

Payment will be the items produced that the intern can put into their portfolio, as well as real-world work experience. In addition, the intern will receive 4 free tickets to all family performances, and 2 free tickets to all adult performances during their internship, as well as a 20% discount in the Center's Museum Store. Interns completing the full requirements of the internship will also receive a \$200 stipend.

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 the Center's online study guides
- Assist in designing ads for various publications
- Weekly updates to the Center's Web site
- Assist in designing programs for Center performances
- Research other non-profits with successful branding or design systems
- Attend weekly meetings with the designer and marketing team
- Assist in brainstorming concepts for upcoming projects
- Other duties as assigned

To be considered, please mail your resume, along with three design samples to:

Donna Yocum  
Graphic Designer  
Center for Puppetry Arts  
1404 Spring Street, NW  
Atlanta, GA 30309

Or email resume and three design samples in jpeg (800 x 600 pixel) or PDF format to:  
[donnayocum@puppet.org](mailto:donnayocum@puppet.org).

No phone calls please.