



Center for Puppetry Arts Graphic Design Internship

The Graphic Design intern assists the Graphic Designer, Marketing Director, Public Relations Manager, and/or Audience Development Manager in day-to-day activities of the Marketing department. Interns are an integral part of a multi-person team and, as such, their ideas and input will be valued. The internship will provide the intern with valuable, real-world experience as well as providing the Center with additional staffing which is critical in the operation of a non-profit.

Interns 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. Interns must be focused, organized, motivated and detail-oriented, and possess strong design skills. If in college, the intern must be majoring in an art/design-related field with a GPA of at least 3.0. Non-college applicants will be considered if they can demonstrate a real interest/need in gaining experience in the field. Preference is given to applicants with experience working in non-profit or who intend to pursue a career in the arts.

Interns completing the full requirements of the internship will receive a \$200 stipend at the end of the internship. In addition, the intern will receive 4 free tickets to all Family Series performances and 2 free tickets to all adult performances during their internship, as well as a 20% discount in the Center's Museum Store.

Short and long term projects from following categories are available for graphic design interns:

Design Assistance

- Creating graphics, such as ads and other promotional materials, for both web and print using imaging software such as the Adobe Creative Suite
- Editing imagery for the Center for Puppetry Arts website, as well as various social networking and events sites

Collateral Management

- Adjusting or revamping promotional materials for print
- Assisting in acquisition and distribution of printed materials
- Organizing and maintaining inventory of printed collateral

Social Networking

- Maintaining and developing content the Center's social networking sites including: Facebook, Myspace, YouTube, Flickr, and Twitter
- May include video editing, blogging, and determining methods of creating special offers for one time events

Other duties of the graphic design intern may include:

- Attending and assisting with set up and break down of Center events
- Maintaining and filling promotional kiosks around the Center
- Distribution of Center brochures and materials to partners and potential audiences
- Internet research and mailing projects

To be considered, please mail your resume, a letter of interest (*please indicate the projects that you are most interested in pursuing*) design samples and course requirements (if applicable) to:

Amy Rush
Internship Coordinator
Center for Puppetry Arts
1404 Spring Street, NW
Atlanta, GA 30309

Or fax to: 404.873.9907. Or email to: internship@puppet.org. No phone calls, please.

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