POSITION TITLE
Graphic Design Intern

DESCRIPTION
The Visit Lubbock Graphic Design Intern (a paid position) is responsible for providing support for the marketing department through a variety of channels, mostly print and digital with some web updates using WordPress. The Graphic Design intern will report to the Marketing Director and/or Senior Designer, and will assist with the development and design of various graphics and collateral event materials as well as a variety of other creative tasks as assigned. You will have the opportunity to build your portfolio by creating print and web material, while gaining valuable hands-on design experience and learning to meet deadlines in a fast-paced, creative environment.

Responsibilities include but are not limited to:
▶ Assist in design, layout and updates to various collateral.
▶ Prepare images to coincide with social and blog posts.
▶ Assist with website and blog updates via WordPress.
▶ Attend meetings or other events as required.
▶ Other projects as assigned.

JOB REQUIREMENTS
▶ Proficiency in Adobe Creative Suite (specifically InDesign, Illustrator and Photoshop).
▶ Knowledge of Microsoft Office Programs.
▶ Strong attention to detail with well-honed typographic and design skills.
▶ Has an eye for consistency; ability to multi-task with changing priorities.
▶ Computer knowledge for both MAC and PC environments.
▶ Strong communication (written and verbal) and administrative skills.
▶ Writing and proofing skills are required.
▶ Flexible and organized team player.
▶ Ability to work independently and complete assigned tasks within given time frames.
▶ Quick learner & efficient.
▶ Maintain a positive attitude to continued learning and support of the Marketing team.
▶ Able to work well under pressure.
▶ Open to constructive criticism and feedback.
▶ Photo and video editing skills are a plus.
▶ Working towards a BA or certificate from a Fine Arts program/Graphic Design school is a plus.

Qualified candidates should send their resume and a digital portfolio to:
kristie@marketlubbock.org & elizabeth@marketlubbock.org

DEPARTMENT
Visit Lubbock

COMPENSATION
Paid

HOURS
20/week

GRAPHIC DESIGN EXPERIENCE
Preferably 1 year