Fall 2020 Student Graphic Design Internship Opportunity

**Description:** Charlotte Street Foundation’s graphic design internship is an opportunity created to help up-and-coming illustrators and graphic artists gather more experience within the world of marketing. The graphic design internship is an opportunity to maintain CSF’s brand and raise awareness within Kansas City. The team at Charlotte Street is small, caring, and encouraging of a fun and creative work environment. The graphic design intern will report to the Marketing + Communications Manager and will follow COVID-19 safety procedures suggested by Charlotte Street.

The internship offers the following opportunities:

**Design and draft print material, which may include:**
- Event postcards
- Open call business cards
- Program posters
- Brochures
- Informational guides
- Event handbills
- Stickers

**Design and produce online material, which may include:**
- Website ads and banners
- Social media images and GIFs
- Video graphics and animation

**Internship Qualifications:**
- Students must be enrolled in at least 6 college credits in the Fall 2020 semester
- Available to work at least 6 hours a week and attend a weekly meeting of 1 hour
- Proficiency in Adobe Illustrator, InDesign, After Effects, and Photoshop
- Working knowledge of social media platforms

**Essential Functions:**
- Manage various tasks and deadlines
  - *Tell us when you can or can’t get things done by a deadline! Life happens.*
- Communicate clearly and effectively about important issues
  - *Respond to important emails/texts within 48 hours, we trust your judgment.*
- Possess a positive attitude and interest in promoting other artists
  - *Give us a notice when you are not in the mood!*
- Express interest in supporting the Kansas City art community
  - *Ask questions about other organizations and how they promote their artists*
- Has steady access to equipment and resources to work
  - *Notify us ASAP if you are having difficulties with resources or access to resources. We can talk about solutions.*
- Ready to work within a newly established brand
  - *Don’t be afraid to try some new ideas or suggest changes.*
- If additional responsibilities are requested that do not entail the original agreement, the two parties must discuss about the new responsibilities before going forward
  - *Let’s talk it out!*

**Compensation:** CSF agrees to pay the intern $225 per month, on the 15th of each month, and will deliver the check to a stated mailing address. The position will start in August and continue through December 31st. This opportunity can be extended through the Spring 2021 semester.

If interested, please send a copy of your resume, work portfolio, and any relevant website links to mason@charlottestreet.org.