



Graphic Design & Publicity Intern

Company: Gathering on the Green

Position: Graphic Design & Publicity Intern, unpaid-for credit

Schedule: January-May 2012, flexible hours

Location: Mequon, WI

Send Resume: Tiffany Hock, Gathering on the Green Communications Coordinator tiffany.r.hock@gmail.com

Description: The Graphic Design & Publicity Intern will be responsible for Gathering on the Green's publicity materials and for creating images that appeal to our target audiences. Both printed materials and website design may be part of this work. Must be able to work independently and meet deadlines.

In consultation with the Gathering on the Green Executive Director and marketing team, you will design and produce posters, flyers, ads, online displays and other publicity materials announcing Gathering on the Green programs and events. This includes developing design concepts, selecting appropriate graphics, typestyles and colors; creating designs using a variety of computer programs and working with printing vendors throughout the production process.

Qualities Required:

- Ability to conceptualize and select designs appropriate for Gathering on the Green
- Strong communication (oral and written) and interpersonal skills
- Experience with and access to design software such as InDesign, Illustrator, Photoshop, etc.
- Ability to work under short deadlines and produce work quickly (at times you will have a week or more to produce a flyer, while at others you will have one day)
- Ability to elicit and understand others' ideas for publication purposes, and to complete work by following these ideas and goals
- Willingness to work a flexible schedule to meet deadlines for simultaneous projects
- Ability to take initiative and to work independently with minimal supervision and structure
- Strong organizational skills with the ability to plan and prioritize work to meet deadlines

Qualities Desired:

- Interest and/or knowledge of the performing arts
- Experience in designing posters, flyers, or similar publications for clients
- Basic web design and editing using software such as Dreamweaver
- Experience using social networking sites for marketing purposes

About our Organization:

Gathering on the Green is a community organization which presents a summer series of performing arts programs and provides music and arts education for children. It is the only performance of its kind in the country that combines orchestra, ballet, opera and theater into one weekend festival. Gathering on the Green enriches the lives of the people in our communities by introducing and fostering the future of the performing arts through the production and presentation of quality, family-focused, and educational performances for regional audiences as well as using our resources to aid music and arts education for children.