

Graphic Design Internship

Spring/Summer, 2024

Applications due: November 17, 2023

2024 DMAF Dates: June 28-30

Positions Available: Two



Join the Des Moines Arts Festival® staff in the carefully detailed preparation and execution of the award winning Festival. This is a fun-packed position that builds a diverse set of new skills and experiences. The internship is part time starting early/mid February and begins full time following the conclusion of spring semester, through the three-day Festival, and ending the last week in July. These two graphic design positions will assist staff with the Festival's collateral, merchandise, and on-site materials. In addition to the distinguished experience and networking opportunities, interns receive a monthly stipend.

Job duties will include but are not limited to: Creating sponsor/patron packages, communicating with the Festival's print companies, designing merchandise, assisting with creative assets, creating Festival program and credentials, designing and producing banners and signs, sponsor final reports, and manual labor. All interns are involved in the day-to-day operations of the organization. We work together as a team, helping each other successfully execute the details of Festival production. Extensive hours are required during the week of the event, and likely during the month of June leading up to the event (nights & weekends where needed). All interns are expected to contribute to the overall success of the Festival including load-in and load-out of the Festival and any 'heavy lifting' required to be successful. At the conclusion of the internship, each intern is encouraged to compile a collection of finished materials to add to their portfolio, providing a tangible asset for their resume.

Qualifications we seek:

- Responsible with a strong work ethic
- Very detail-oriented
- Works well under pressure and problem solver
- Self-sufficient independent worker
- Upbeat and positive attitude
- Enjoys manual labor and hands-on activities
- Can handle working outdoors (in any weather element) and on their feet for several hours

Skills We Seek:

- Solid working knowledge of most computer programs such as Microsoft Word and Excel and Google Drive
- Extensive knowledge and experience with design programs is a MUST (Illustrator, InDesign, Photoshop).
- Photography skills including experience using an SLR camera are a plus.
- Solid writing and communication via letter writing and emails.

Resume, Cover Letter, and Electronic Portfolio should be uploaded online at

<https://www.desmoinesartsfestival.org/internships>