

POSITION DESCRIPTION GREATER GREEN BAY CHAMBER

Position Title: Graphic Design Intern
Department: Marketing (Team Slash)
Location: 300 N. Broadway St., Suite 3-A
Status: Non-Exempt
Reports to: Graphic Designer
Hours: 12-15 hours/week (Stipend)

Summary of position: The graphic design intern plays an important role in the Chamber marketing and communications department. The department serves as an internal support agency for all other Chamber departments and programs which include member services, talent, Current Young Professionals, Economic Development, Talent and Education, and Government Affairs. The design intern will assist the graphic designer with concept and design for a variety of promotional and communications vehicles that meet the members (both internal and external) needs. These materials are to represent and distinguish the Chamber as a community leader and follow all specifications of Chamber brand and identity system.

Primary responsibilities:

- Assist in designing communications vehicles including ads, posters, brochures, newsletters, e-newsletters, banner graphics, event invitations, programs, and sales collateral in accordance with Chamber style guides, logo/identity standards and brand.
- Assist in design layout for Collective Impact, a quarterly magazine and assists in design of biweekly spread in The Business News and creating imagery to be placed in e-newsletters including Membership Matters, Member2Member, Get Current, etc.
- Works in a complete Mac environment.
- Well-versed in the use of Mac software programs, including Adobe Creative Cloud, and have some knowledge of Microsoft programs.
- Videography/Photography experience is preferred. This is not required as this is an intern position.
- Works efficiently under deadlines in a well-organized and self-directed manner.
- Other duties as assigned.

Experience and Qualifications: Working towards an associate's or bachelor's degree in graphic design or equivalent. Must have experience in Adobe Photoshop, Illustrator, and InDesign. Experience in the following is not required: Adobe Premiere Pro, After Effects, and Lightroom.

Length of Internship: Semester long

Send resume and cover letter to mhicks@greatergbc.org. **Send electronic samples or a digital portfolio.**