



**Harris Theater Design Intern
2022-2023 Season**

Department:	Marketing
Job Title:	Graphic Design Intern
Reports To:	Marketing Manager
Type of Position:	December 2022 through February 2023

GENERAL DESCRIPTION

The Graphic Design Intern provides design support and administrative assistance to the Harris Theater's Marketing team. This internship focuses on graphic design production of digital and print graphics for social media, email marketing, on-site marketing, and branding. This role is an opportunity to develop a portfolio of in-house design projects, working with a creative and collaborative team.

DUTIES AND RESPONSIBILITIES

Assist in production of marketing collateral including but not limited to:

- Creating eblast graphics including branded images and animated GIFs
- Laying out one-off print project including flyers, postcards, program inserts, as needed
- Resizing existing advertisements for print or digital placements
- Implementing existing brand guidelines to produce institutional materials including posters and outdoor digital kiosk slides
- Adapting existing video assets to display across social media platforms (for example, Instagram stories, Instagram reels, etc.)
- Assisting other departments with editing images in Photoshop and reformatting logos.
- Maintaining internal electronic and print files of marketing collateral.
- Organizing collateral samples and collateral archive.
- Other duties as assigned; supervisor will aim to balance smaller assignments and support needs with more creative projects, playing to the Graphic Design Intern's strengths, ideas, and professional goals.

EXPECTATIONS AND EXPERIENCE

As a member of the Theater team, the Graphic Design Intern is expected to:

- Uphold the Harris Theater's mission to be a home for music and dance, and embody organizational core values of artistic integrity, collaboration, belonging, and respect
- Participate in organizational and regular trainings, share ideas, and communicate openly with peers and supervisor about questions, challenges, and successes.
- Maintain professional conduct and represent the Theater positively in all interactions with artists, renters, partner organizations, donors, vendors, volunteers, patrons, and coworkers.

The ideal candidate will have:

- Experience or demonstrated interest in graphic design
- Experience with the Adobe Creative Cloud, especially Photoshop and InDesign is required
- Video editing experience preferred, but not required
- Strong communication and organizational skills and a willingness to collaborate with colleagues
- The ability to prioritize, manage multiple projects simultaneously, and maintain focus in a fast-paced, environment



PAY RATE AND INSTRUCTIONS TO APPLY
<p>This is a Part-time position starting at \$18.00 per hour. Please submit a cover letter and resume to jobs@harristheaterchicago.org with “graphic design intern” in the subject line. No phone calls please.</p>

The Harris Theater is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, veteran, national origin, or disability status or any protected characteristic as outlined by federal, state, and local laws.

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting access@harristheaterchicago.org.

Any new hire of the Harris Theater will be required to be fully vaccinated against COVID-19 by their first date of employment.