



**JOB TITLE:** Graphic Design Intern

## **JOB DESCRIPTION**

### **A. Purpose and Scope**

The Graphic Design Intern is responsible for (but not limited to) producing miscellaneous projects for CherryArts and the Cherry Creek Arts Festival (CCAF), including: various internal/external print collateral; creating/printing laminates and credentials for the festival; sign/banner layouts; managing volunteer projects at Thursday work sessions; helping with social media content; helping manage & sort photography from onsite photographers; creating page layouts, labels; as well as help with sorting, distributing, installing and removing banners/laminates onsite at CCAF; assisting with the Festival Guide Magazine layout, Opening Celebration, VIP and wherever needed during the event.

### **B. Responsibilities**

Plan, execute and follow-up on all items necessary to execute the Graphic Design Intern purpose. Establish procedures for maintaining the high standards created by CherryArts. Determine, enforce, and promote productivity and quality in all areas. Support the Creative Art Director in all areas, creating designs, and other festival related content. Produce extensive wrap-up report and all electronic files at conclusion of festival to the Executive Director/CEO.

### **C. Organization Relationships**

The Graphic Design Intern reports to the Creative Art Director. The Graphic Design Intern will be the staff liaison for specific volunteer chair(s) and festival volunteers.

## **JOB REQUIREMENTS**

The CherryArts' team approach to special event management mandates that all staff possess a keen sense of self-motivation, the proclivity to work positively with a variety of personality types and leadership styles, the ability to be flexible and to embrace change. CherryArts staff possesses and demonstrates a high standard of integrity and professionalism.

### **A. Education and Training**

Must have a high-school education and should have or be working towards a college degree preferably in a field that offers opportunity to gain a well-rounded background.

## B. Technical Requirements

Computer proficiency (Apple operating system, Microsoft Office and Excel), graphic/layout proficiency using Adobe Creative Suite software (Illustrator, Photoshop, InDesign), attention to detail and ability to communicate with multiple staff members for specific projects and has a passion for the arts. Desired/bonus skill but not mandatory: Salesforce, Constant Contact, Canva.

## C. Coordination Experience

Proven supervisory, management and administrative experience \* Proficient detail and project management \* Persistence in follow-through \* Excellent problem solving, multi-tasking and contract negotiation skills \* Excellent delegation, leadership and meeting facilitation skills \* Willingness and ability to work extended hours including nights and weekends as necessary, **must be able to work entire week and weekend of the Arts Festival, Opening and set up day and strike July 3, 4, 5, 6, 7, 2024** \* Excellent verbal and written communication ability, thoroughness in paperwork processing \* Report development and review \* Passionate in the visual arts and graphic design \* Experience in event planning/management.

## JOB DETAILS

Start and End Dates:

May 15, 2024 – July 22, 2024

\$2,500 stipend

Location: Cherry Creek North, Denver, CO

Qualified applicants may receive academic credit through their college or university.

Important Dates:

The time/days of the week leading up to the event are flexible with an estimate of 16-20 hours a week, but more full-time the week of the festival. The office schedule will be mutually agreed upon by CherryArts and the chosen candidate. Weekly Staff meetings Tuesday's at 10:00am, monthly Volunteer Chair Meetings, Final Production meeting, monthly warehouse work sessions, 2024 CCAF: Opening Night Set up and event July 3, CCAF Set up July 4, Festival July 5, 6, 7, 2024, Site walk through July 8.

CherryArts is committed to inclusion of people of all races, ethnicities, abilities, gender identities, and sexual orientation. CherryArts believes that art should be accessible to everyone and representative of all. We reject racial injustice of any form. We believe that this is an active process that requires continuous commitment to recognizing inequities and working to mitigate them. We will bring attention to strategic institutional change and implement business practices that reflect these core values. This commitment reflects who we are, but also who we seek to become, as a diverse, inclusive and equitable organization.

**Please email resume, cover letter, two references, an online or pdf portfolio and questions by May 10, 2024 or sooner to:**

Jenny Griffin | CherryArts | *Creative Art Director*

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