



**Position:** Graphic Design Intern

**Location:** CherryArts, Denver, CO

**Stipend:** This is a competitive internship position with a \$1500 stipend. Qualified applicants may receive academic credit through their college or university.

**Apply By:** July 23, 2021 or sooner

**Start Date:** July 27, 2021

**End Date:** September 15, 2021

**Schedule Information:** The time/days of the week leading up to the event are flexible with an estimate of 12-15 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. All staff are required to work the Cherry Creek Arts Festival (CCAF) setup day/night and all three days/nights of the event September 2, 3, 4, 5, 6, 7.

**Scope of Position and Responsibilities:** The Graphic Design Intern is responsible for (but not limited to) producing miscellaneous projects for CherryArts and CCAF, including: various internal/external print collateral; creating/printing laminates and credentials for the festival; sign/banner layouts; managing volunteer projects; 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 digital guide, online reservation system, 30<sup>th</sup> Anniversary Celebration, VIP and wherever needed during the event.

**Desired Skills:** Qualifications include: graphic/layout proficiency using Adobe Creative Suite software (Illustrator, Photoshop, InDesign), experience with Apple computer systems, the ability to multitask while moving quickly from one project to the next, someone who is open-minded, can collaborate well with others and has a passion for the arts.

**How to Apply:** To apply for this position please submit a resume, cover letter, two letters of recommendation and an online portfolio with examples of your work (pdf or link to online webpage) to:

Jenny Griffin | CherryArts | *Creative Art Director*

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