



GRAPHIC DESIGN INTERNSHIP DESCRIPTION

SUMMER 2021 SEMESTER

Are you a student interested in building real-world graphic design experience while supporting your downtown community? The Hammond Downtown Development District is seeking a graphic design intern for the Summer 2021 semester. We're looking for a talented and knowledgeable designer with fresh ideas, an eye for detail, and a passion for Downtown Hammond.*

Basic Function: The Hammond Downtown Development District Graphic Design Intern will assist the Executive Director and Assistant Director in the design and creation of digital and print materials for the Hammond DDD.

Reports To: Hammond DDD Executive & Assistant Directors

Duties and Responsibilities:

- Design clear, engaging graphics for print and web, including: social media campaigns, marketing/communication brochures, direct mail pieces, website aesthetics, posters, flyers, and other marketing materials as needed.
- Work closely with Assistant Director to translate messaging concepts into marketing materials.
- Required attendance at all DDD events
- Assist with other projects as needed

Minimum Qualifications:

- High School diploma or GED equivalent.
- Student must be performing work/gaining knowledge in their field of study while earning credit toward their college degree.
- Possess strong communication skills (verbal/written/technical).
- Must have reliable transportation to travel to various locations as requested.
- Must maintain a valid driver's license and auto insurance

Preferred Qualifications:

- Graphic Design or similar major preferred
- Basic knowledge of layouts, typography, line composition, color, and other fundamentals
- Experience with Adobe Creative Suite, Canva, etc.
- Strong creative and analytical skills
- Compelling portfolio of graphic design work
- Photography & Videography experience a plus

What You Can Gain From This Experience:

- Letters of recommendation
- Hands-on, professional graphic design experience
- Knowledge and execution of marketing plans & concepts
- Real-life management, maintenance, and communication skills
- Event planning skills
- Networking & mentorship opportunities

To Apply: Email a resume & cover letter to Chelsea Tallo Little at tallo_ca@hammond.org. Please include availability/number of hours expected to work per week in cover letter.

*The internship described above is an unpaid position.