



GRAPHIC DESIGN INTERNSHIP DESCRIPTION

Are you a student interested in building real-world graphic design experience while supporting your downtown community? The Hammond Downtown Development District is seeking **one** graphic design intern for both Summer 2024 and Fall 2024 semesters. 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 in the design and creation of digital and print materials for the Hammond DDD.

Reports To: Hammond DDD Executive Director

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 staff to translate messaging concepts into marketing materials.
- Available At least 15 HOURS per week
- Required attendance at all DDD events
- Must assist with working 1 Farmers Markets per month with the Farmers Market Manager (on Saturdays)
- Assist with other projects as assigned

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:

- Previous experience or coursework in Graphic Design, Drawing, New Media & Animation, or Photography
- 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 is 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 samples of your work, resume & cover letter to Michelle Kendall at downtownhammond@gmail.com. Please include availability/expected hours in cover letter.

Summer 2024 Term Dates: May 13 - July 31, 2024

Fall 2024 Term Dates: August 19 - December 6, 2024

WE LOOK FORWARD TO HEARING FROM YOU!

**The internship described above is an unpaid position.*

**Interns are required to fulfill the entire term for their internship.*