



**Position Title:** Production Design Intern

**Department:** Marketing and Brand Experience Department, in the main AHC building

**Required Commitment Period:** Fall Session

**Days/Hours:** Monday-Friday, flexible schedule, minimum of 12 hours weekly; combination of remote and in-person work

**Start/End Dates:** September 10<sup>th</sup> – December 17<sup>th</sup>

**Application Deadline:** August 15<sup>th</sup>, 2021

### **General Description**

The Marketing and Brand Experience department is responsible for developing and maintaining the Atlanta History Center brand and visual identity system; and we are looking for a production design intern to join our small in-house team!

### **Key Responsibilities**

- Assist with the design and production of in-house marketing materials and special projects
- Brainstorm concepts for indoor and outdoor marketing campaigns
- Draft unexpected headlines that make people giggle
- Proofread copy
- Photograph farm animals and strange artifacts
- Become intimately familiar with a commercial grade printer, paper guillotine, and folding machine
- Fall in love with history!

### **Desired Skills and Competencies**

- Candidates must be proficient in Adobe Creative Suite
- Currently enrolled in a graphic design program or have graduated from a graphic design program within the last 6–12 months
- Strong written and oral communication skills
- Flexible and comfortable working in a fast paced environment
- Strong organizational skills: the ability to multi-task and maintain focus, organized
- Able to work and complete tasks under a deadline
- Sensitivity to cultural and artistic diversity

**TO APPLY:** Interested applicants may submit their resume, cover letter, and online portfolio to Volunteer Services at [volunteerservices@atlantahistorycenter.com](mailto:volunteerservices@atlantahistorycenter.com) or [jfirestone@atlantahistorycenter.com](mailto:jfirestone@atlantahistorycenter.com). No phone calls please. This is a non-paid internship.