



**Position Title:** Design Intern

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

**Required Commitment Period:** Summer Session, successful completion and clearance of a background check, flexible hybrid schedule, minimum of 10 hours weekly; 120 hours total.

**Start/End Dates:** May 3<sup>rd</sup> – July 26<sup>th</sup>, 2024

**Application Deadline:** April 12th, 2024, by 11:59 pm EST

### **General Description**

The Marketing & Brand Experience team 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**

- Become familiar with AHC brand identity guidelines.
- Support lead Designer & Brand Strategist with 25+ design requests each month; keeping up to date with edits and feedback via Monday.com (project management software).
- Help prepare branded signage and materials ahead of priority public programs, ex: Juneteenth
- Assist with the production of in-house marketing materials as needed; become intimately familiar with a commercial grade printer, paper guillotine, and folding machine.

### **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 [apply online](#) by filling out the application and attaching their resume and cover letter. If you have any questions, contact Volunteer Services at [volunteerservices@atlantahistorycenter.com](mailto:volunteerservices@atlantahistorycenter.com). No phone calls please. This is a non-paid internship.