Octagon Center for the Arts
Graphic Design Intern

Collaborate with staff to design promotional and/or way-finding materials for education, exhibits, gallery shop, and/or events programming.

Responsibilities

• Design and create signage, flyers, graphics for social media, etc. with guidance and feedback from staff
• Assist with the weekly e-newsletter
• Assist with Octagon events, as schedule and workload allows
• Work with the PR intern(s) and staff to refine the Octagon’s messaging and brand
• Assist in the representation of a positive organizational image to the general public, clients, stakeholders and the community.

Requirements

• Display reliability, responsibility and time management
• Use interpersonal skills to maintain a professional, respectful work environment
• Attend regular meetings with the supervisor for help and guidance; ask questions when needed
• Work toward a BA or BS in relevant field and maintain good academic standing
• Possess excellent written and verbal communication skills
• Be self-motivated, articulate, and highly organized
• Have proficiency with Photoshop, Illustrator, and InDesign

Compensation
This is an unpaid internship, though we regularly work with institutions to fulfill internship credit requirements.

Contact
Rhonda Scott, Events Coordinator
Octagon Center for the Arts
427 Douglas Ave
Ames, Iowa 50010
info@octagonarts.org

About the Octagon Center for the Arts
The Octagon Center for the Arts is a not-for-profit 501(c)-3 organization located in the heart of downtown Ames, Iowa. For more than fifty years, the Octagon has steadfastly worked to make the arts more accessible to the general public. We enhance people's lives by encouraging individual creativity, spirit, and potential. The Octagon continues to contribute to the quality of life and economic growth of the Ames community by making it a more livable and prosperous place. The Octagon serves more than 30,000 people annually through art classes and outreach programs, rotating exhibits, the retail Gallery Shop, and special events such the Octagon Art Festival. For more information, please visit www.octagonarts.org.