



Graphic Design Intern

The Tippecanoe Arts Federation is the umbrella organization and nonprofit arts council for fourteen Indiana Counties: Tippecanoe, Benton, Carroll, Cass, Clinton, Fountain, Howard, Jasper, Newton, Montgomery, Pulaski, Tipton, Warren, and White.

TAF provides educational opportunities in the visual, performing, and literary arts, outreach programs for both underserved communities and at-risk youth, and funding for capital and operational expenses to fellow arts organizations region-wide. Established in 1976, the Tippecanoe Arts Federation serves as a model for arts advocacy by promoting the role of arts. TAF also serves as the Region 4 Arts Partner of the Indiana Arts Commission. Through this partnership, TAF provides grants, information and referral services, and technical assistance to individuals and organizations.

Position: Graphic Design Intern

Description: The Tippecanoe Arts Federation seeks an aspiring graphic designer who is organized, a fast learner, and has an appreciation for the arts. Working with a small team, this opportunity will provide exciting hands-on experience and the chance to gain new skills in the field of graphic design and marketing. This position will primarily be responsible for creating branded materials that work on a variety of platforms and media. This internship also offers the incumbent an opportunity to create materials for their own professional portfolio.

Responsibilities:

- Creating unique copy and graphics for social media for a variety of TAF's programs, services, and special events.
- Creating and editing digital graphics such as flyers, photos, social media posts with Photoshop, Adobe InDesign, and/or Adobe Illustrator.
- Maintaining and updating website and social media content.
- Assisting in creating the overall branding and style guides for marketing materials.

Qualifications:

- Working knowledge of the graphic design process and experience with both digital and print design.
- Self-motivated, detail-oriented, ability to prioritize and meet deadlines
- Effective written and oral communication skills
- Firm grasp of available tools and platforms in the social media space
- Must possess a working knowledge of Adobe Creative Suite and Microsoft Office Suite
- Working toward a college degree, preferably in a related field (e.g., Graphic Design, Visual Communication Design, Visual Arts, English, Communications, or Public Relations)

Start Date: Position open until filled, 3 – 6 month commitment preferred.

Hours: 8 – 12 hours/week

Compensation: This is an Unpaid/Volunteer internship. Academic credit is highly encouraged and available upon school approval.