



Position

Graphic Design Intern

Summary Description

The AAUW Publications Department is seeking an undergraduate or graduate intern to assist with graphic design projects in Spring/Summer 2012. The intern will participate in a number of unique projects and will experience the in-house graphic design environment as part of a dynamic nonprofit organization.

Essential Duties

- Participate in creative and thoughtful design projects
- Provide production assistance on several highly visible, complex design projects
- Provide general graphic design and production support, assisting the art director and graphic designer
- Work on AAUW photo cataloging
- Other duties as assigned

Minimum Qualifications

- Experience with InDesign, Photoshop, Illustrator, PowerPoint, Word, Excel, Outlook, and some web design
- Past and ongoing studies and experience in graphic design
- Good oral, written, interpersonal, and organizational skills
- Ability to multitask and meet deadlines
- Ability to work independently and within a cohesive team
- Interest in equity, higher education, and women's and social justice issues

This internship will be compensated at the current D.C. minimum wage, and hours will be agreed upon by all parties.

This position is ideal for students passionate about equity for women who are seeking to explore professional career possibilities in graphic design. The intern will work closely with the AAUW Publications Department, including editorial and design staff, in preparing projects for offset printing, formatting project-related graphics for use on the Internet, creating e-mail campaigns, and handling other general production-related activities.

To Apply

E-mail cover letter, résumé, and samples to editor@aauw.org.