Thinkery

Graphics Media Intern Position Description

**Position Title:** Graphics Media Intern  
**Department:** Marketing & Communications  
**Classification:** Non-paid internship and does not require academic credit  
**Reports To:** Graphic Designer

The mission of Thinkery is to create innovative learning experiences that equip and inspire the next generation of creative problem solvers. For more information about Thinkery, check out [www.thinkeryausin.org](http://www.thinkeryausin.org).

The Graphic Design Intern position for Thinkery offers the opportunity to add a fun and dynamic client to your portfolio. Graphics go beyond print media and into strategic and creative execution of marketing and grassroots efforts. This internship will report to the Graphic Designer and assist the Marketing and Communications Team to extend the museum’s brand and messages.

**Essential Job Functions:**

- Maintain a consistent look and feel for the Thinkery brand  
- Design and produce in-house flyers, banners and other signage  
- Create graphics for Social Media  
- Design ads for local print publications  
- Learn print production specifications  
- Mounting and installation of various signs and banners  
- Manage in-house printing for museum collateral  
- Assist with photo and graphics needs for museum’s website

**Qualifications:**

- Commitment to and enthusiasm for the mission of Thinkery  
- Proficiency with Creative Suite (InDesign, Illustrator and Photoshop)  
- Strong communication and time management skills  
- Organized, detail-oriented, a self-starter with the ability to multitask  
- Ability to think creatively and come up with resourceful ideas and solutions  
- Experience with photography and video production a plus  
- Must be able to work remotely on occasion via a computer or laptop  
- Reliable transportation to the museum’s location at Mueller (1830 Simond)

**Schedule:** Generally between 9am – 5pm on weekdays, with some evenings and weekends as needed.