



EXHIBITS DEVELOPMENT GROUP

## GRAPHIC DESIGN INTERNSHIP DESCRIPTION

**Location:** Pioneer –Endicott Building, 141 East 4<sup>th</sup> Street, Suite 103, St. Paul, MN 55101

**Schedule:** Tuesday, Wednesday & Thursday availability. Hours TBD - Hours are flexible and can be arranged according to a student's academic schedule. 2-3 days a week (15-20 hours).

**Remuneration:** Unpaid internship with possible advancement opportunities. Reimbursement for parking and bus fare.

**Starting Date:**

### Qualifications:

- Junior or Senior undergraduate or graduate student (sophomores may be considered if appropriate criteria are met)
- Major or minor in Graphic Design or Graphic Communications
- Enthusiasm for the design process and attentiveness with different project goals
- Experience with InDesign, Illustrator and Photoshop is required. Some knowledge of Dreamweaver is preferred, but is not mandatory.
- Must have access to the Adobe Create Suite and Microsoft Office
- Preferred candidates to have some knowledge of art history, and an interest in the business of art.
- Exceptional organizational skills and follow-through
- Exceptional oral communication skills
- Ability to coordinate multiple deadline-driven tasks

### Description:

Exhibits Development Group is a company that develops, designs and distributes international art, science and history exhibitions. We are currently looking for an intern to assist our Creative Designer in our Saint Paul, MN Sales & Distribution Office. This internship will give the aspiring Graphic Designer an opportunity to learn and be mentored in the field. The Graphic Design Intern will assist the Senior Creative Designer with a number of projects, which may include, but are not limited to:

- Exhibition sales brochure production
- Logo design
- Create visuals and layouts for social media & content marketing
- Assist with creating exhibition media kits
- Assist in brainstorming concepts for upcoming projects & marketing strategies
- eNewsletter design
- Existing collateral updates

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**Goals for Graphic Design Intern Include:**

- Gain experience and exposure in the field.
- Real projects that will be conceptualized and executed over the course of internship that will meet company goals and expectations.
- Manage professional workloads and tight deadlines
- Strengthen a range of skills (e.g., technical, design, networking, teamwork, etc.)

**Application Submission:**

Business-casual dress is expected.

Please visit EDG's website for more company information: [www.exhibitsdevelopment.com](http://www.exhibitsdevelopment.com).

To submit your resume and cover letter, contact EDG at [internships@exhibitsdevelopment.com](mailto:internships@exhibitsdevelopment.com).



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