

Graphic Design Intern

Summary

The Graphic Design Intern assists the Creative Director and the Senior Marketing & Design Manager in the delivery of print and digital marketing projects. Often working under tight deadlines and assisting with multiple projects, this individual must be highly skilled at time management and prioritization, while simultaneously maintaining an acute attention to detail. This is a part-time internship for a limited period. Workdays and hours will depend upon the intern's academic schedule. As an intern, this individual will have "temporary employment" status and will not receive any of the company benefits that full-time employees receive, including, but not limited to, health insurance, paid time off, paid holidays, or participation in the company's 401(k) plan.

Job Responsibilities (responsibilities may include but are not limited to the following)

- Under guidance from the Creative Director, create print and digital marketing collateral for internal and external use
- Prepare print-ready production files
- Combine creativity, functionality, and technology to produce eye-catching and informative content
- Ensure a consistent brand voice and aesthetic across all marketing channels and materials
- Serve as a project manager on small projects
- Effectively communicate conceptual ideas with team members
- Stay up-to-date with new technologies and design trends
- Promote a culture of innovation and teamwork
- Perform other duties as assigned

Performance Objectives (objectives may include but are not limited to the following)

- The 7 Core Values that Crawford Hoying has established to maintain its desired culture
- Effective communication response time and professionalism
- Strong ownership and accountability
- Deep willingness to take on projects and learn a variety of concepts, practices, and procedures

Preferred Knowledge, Skills, Education, and Experience

- Strong skills in graphic and production design (i.e., typography, templatization, and visual communication)
- Experience with Adobe Creative Suite (especially InDesign, Photoshop, and Illustrator)
- Ability to work effectively in a team setting, including synthesizing abstract ideas into concrete design implications
- Excellent interpersonal skills to clearly and effectively communicate concepts and ideas
- Strong analytical, organizational, problem-solving, and multitasking skills
- Ability to thrive in a fast-paced, ever-changing environment
- Proficiency in Microsoft Office products, including Excel, Word, and PowerPoint
- Working toward a bachelor's degree in graphic design or a related field
- Valid driver's license and reliable transportation

Portfolio Submission

Candidates for this position are required to submit a graphic design portfolio and/or examples of recent work product.

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6640 Riverside Drive, Suite 500 | Dublin, OH 43017 | tel 614.335.2020

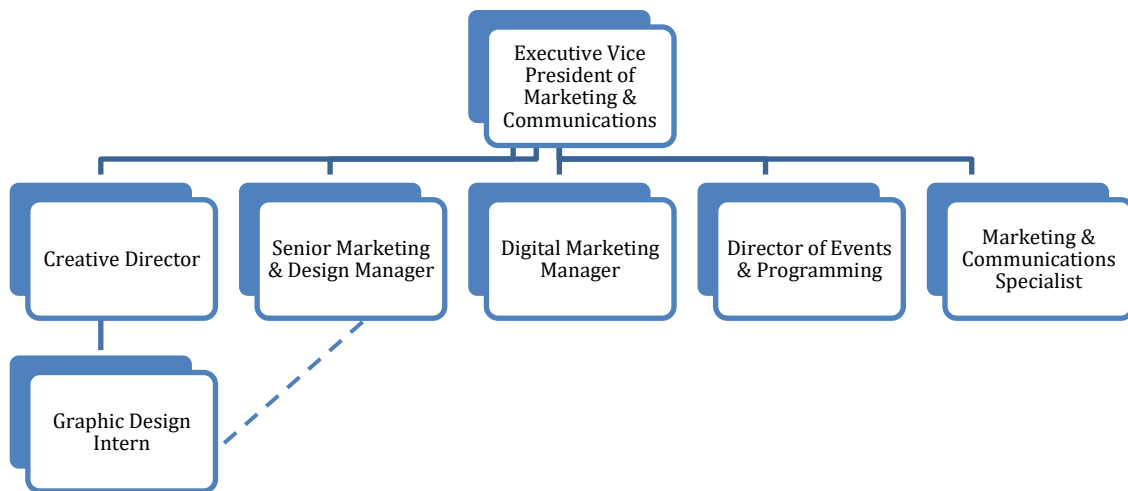
www.crawfordhoying.com

Work Environment

The Graphic Design Intern works at the corporate office and regularly interfaces with internal customers. This is a part-time internship intended for a student currently enrolled in college. Work hours will be arranged to accommodate the intern's academic schedule.

Reporting Structure

The Graphic Design Intern reports to the Creative Director. The Senior Marketing & Design Manager will at times provide project assignments and additional guidance to the Graphic Design Intern.

**Physical Requirements**

The candidate's physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position and for conformance with all professional standards defined for this position. This position frequently requires standing, walking, sitting, and reaching with hands and arms. It may require lifting up to twenty-five pounds.

If you are interested in applying for this position, please email your resume and design examples/portfolio to hr@crawfordhoying.com.

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