

## Graphic Design Student Intern

**Organization:** Harry Ransom Center, Communications and Marketing Dept., 300 W. 21<sup>st</sup> Street

**Organization Contact:** Leslie Ernst, Creative Director [[l.ernst@austin.utexas.edu](mailto:l.ernst@austin.utexas.edu), 512-471-6003]

**Position Title:** Communications and Marketing Student Intern

**Location:** Austin, Texas

**Workdays and Times:** M-F 9:00 a.m.–4:00 p.m.

**Approximate Hours per Week:** 10 hours

**Employer/Organization Description:** The Harry Ransom Center is an internationally renowned humanities institution that contributes significantly to the reputation of The University of Texas at Austin as one of the leading research universities in the world. The Center's exceptional collections provide insight into the range of creative expression of writers and artists engaged in literature, photography, film, art, and the performing arts. Visitors experience the collections through research, exhibitions, publications, digital initiatives, and a wide variety of programs.

**Job Description:** Gain graphic design, production, and communications experience while working in the Communications and Marketing Department at the Harry Ransom Center.

### Duties include:

- Create and design print and digital materials; execute related art production
- Adhere to brand guidelines and complete projects according to deadline
- Receive feedback from the Creative Director and Head of Communications and Marketing and make necessary changes
- Throughout the internship, you will report directly to the creative director and work collaboratively with other team members daily
- Retouch and manipulate images

**Learning Outcomes:** This position will allow for hands-on experience with graphic design for print and digital deliverables related to marketing and communications projects. This is an opportunity to learn about designing for museums and libraries. As an Intern, you will gain invaluable knowledge of workplace dynamics and will learn how to successfully plan, execute, measure, and report on initiatives.

**Preferred Qualifications:** Experience working with Adobe software including InDesign, Illustrator, and Photoshop; basic knowledge of layout, typography, composition, and other graphic design fundamentals; responsive to feedback and editing, and making changes accordingly.

**Additional Qualifications:** Must be able to handle confidential material responsibly. Successful candidates will have a professional and positive attitude; excellent interpersonal communication skills; attention to detail and strong organizational skills. Must be reliable, punctual, and available to work a consistent schedule, Monday–Friday between 9 a.m. and 4 p.m.

### Skills Needed:

- Software skills in Adobe Creative Suite including InDesign, Illustrator, and Photoshop
- Attention to Detail
- Comfortable working independently