

[nueBOX]

GRAPHIC DESIGN INTERN

FALL 2016

[nueBOX] MISSION

[nueBOX] supports local artists in the creation of interdisciplinary, collaborative, and research-based art which involves and educates the artist and the community. Through our process-oriented residency program, we provide artists with time and space to develop their work. We believe in making the artistic process transparent, inviting, and economically accessible. Our programming invites artists and the community to be vulnerable and engage in shared experiences that are informative, memorable, and honest.

GRAPHIC DESIGN INTERN

A [nueBOX] Graphic Design Intern will receive firsthand experience and opportunities to showcase their creative skills in an emerging non-profit organization. Interns will work alongside [nueBOX] director at events and during post-production. They will learn to edit work that is creative, enticing, and serves the mission and marketing goals of [nueBOX]. They will also work with [nueBOX] Director Julie Akerly and Technical Lead Matthew Briggs, who have degrees in interdisciplinary media, and experience creating quality marketing content. The graphic/print intern position is a part time unpaid internship.

Responsibilities:

- Gather graphics from Artist-In-Residence [nueBOX] events.
- Create marketing and promotional material for Artist-In-Residence [nueBOX] events.
- Collaborate with [nueBOX] staff and other interns to develop marketing strategies, and design materials that align with [nueBOX] aesthetic
- Meet with [nueBOX] mentor to develop and discuss project assignments

Requirements:

- Intermediate to advanced knowledge of and experience with Adobe Creative Suite and/or other related software.
- Must be a creative thinker with the ability to think outside of the box.
- Willing to receive feedback and guidance on the design of video marketing materials, and documentary materials.
- Ability to work independently, and execute tasks on a tight deadline.
- Ability to follow the communications guidelines provided by [nueBOX].
- Strong conceptual abilities with knowledge of design principles.
- Must be available a minimum of 10 hours/week, hours will vary based on project needs.

Specific Internship Requirements:

-
- Design and print all possible [nueBOX] materials
 - Submit short version to mentor for feedback within 2 days
 - Edit & re-submit to mentor 2 days before planned media distribution
 - Combine and edit graphics of an artist throughout their residency
 - Create a visual story of their experience, progress & process
 - Submit to mentor for feedback (2 weeks after the termination of residency)
 - Meet with mentor for feedback and discussion of visual compilation
 - Edit & re-submit (within 4 days of meeting)
 - Assist [nueBOX] staff and volunteers during events with needed assistance, this may include, but is not limited to:
 - Collecting tickets and/or selling tickets
 - Gathering mailing list addresses
 - Assisting with lighting and/or sound elements during events

I, _____, hereby agree to an internship with [nueBOX] from _____ to _____. During my internship, I agree to complete all of the internship requirements. I understand that failure to comply with [nueBOX] internship requirements will result in a termination of my internship, and I will not be able to refer to my experience during the internship in future educational or job related endeavors. I will also not receive a certificate of completion or letter of recommendation from [nueBOX]. This agreement also binds me responsible for the usage of [nueBOX] equipment. I understand that in the event that I lose or destroy any [nueBOX] equipment I will be responsible to replace the equipment at equal value. I also promise to return all [nueBOX] equipment and dismantle software license's at the termination of my internship on _____, or at a sooner date in the event that my internship concludes prior to my contracted date. [nueBOX] equipment that I may have access to includes but is not limited to cameras, tripods, and software license's.

Additional Terms of Residency:

[nueBOX] Director Signature

Date

Intern Signature

Date