



## Graphic Design Intern

**Job title:** Graphic Design Intern

**Type:** Part-time, temporary

**Schedule:** 15 hours per week to be scheduled 3-4 weekdays during the hours of 8:30 am to 4:30 pm. Exact days and times are flexible and to be determined with candidate and Administrative Coordinator.

**Compensation:** Internships are unpaid. AFMSP will sign off on class credit, if your institution offers it. Interns are invited to take free classes at AFMSP (class materials and membership fee not included). Free parking on-site at AFMSP.

**Start date:** As soon as possible

**Duration:** 6 months from starting date

### Position Description:

The Graphic Design Intern is responsible for designing flyers, posters, website banners, and general printed announcements for our events and promotions. The intern is also in charge of completing design work for Le Courier, the AFMSP quarterly newsletter. The Graphic Design Intern will work closely with the Cultural Programming Director, the Development Coordinator and the whole education and administrative team, as well as additional interns who will provide information to be used in creating flyers, graphics for website publication and brochures among other projects.

Please note: An ability to speak French, while desirable, is NOT required for this position.

### Office Hours & Intern Duties:

- Maintain 15 office hours per week. We ask that the internship is completed in-person at AFMSP
- Dress & behave professionally (business casual in office & semi-formal for events)
- Check email and Slack each shift, be prompt with responses during office hours
- Collaborate with AFMSP staff to create successful products and advance our branding
- Extensive experience with Adobe Creative Suite is required, other software competencies appreciated

### Skills:

- Organizational skills and attention to detail
- Proactivity and ability to take initiative
- Adobe Creative Suite
- Microsoft Office Suite, document creation/editing
- Communication/Marketing
- Customer service and team working skills
- Logistics support

**Flyers & Format Requirements:**

- After an event has been confirmed and details coordinated, information will be passed to the Graphic Design Intern for creating event flyers
- Flyers must follow AFMSP's basic style guide in order to create cohesion in all of our publications
- Most documents should be created with Adobe InDesign and/or Adobe Illustrator so that they can be converted to both PDF and JPG and used electronically

**Typical Projects:**

- Produce promotional materials for Alliance Française offerings including: Event graphics for Fête d'hiver, Spring Open House, our annual gala in May 2024, Bastille Day, Mois de la Francophonie; course brochures; French Resource Directory.
- Interns are encouraged to bring new ideas and modern graphics to AFMSP.

**To Apply:**

Email Brayden at [bonjour@afmsp.org](mailto:bonjour@afmsp.org) and Natalia Karczmarczuk at [culture@afmsp.org](mailto:culture@afmsp.org) with your resume, cover letter, and work samples or link to online portfolio.