



The Living Arts & Science Center
362 North Martin Luther King Blvd.
Lexington, KY 40508
859.252.5222
LASCLEX.org
volunteer@lasclex.org

Graphic Design Internship

Position Description:

The graphic design intern will work with the Marketing Director and the Digital Media Coordinator to assist with marketing and design efforts, specifically:

- Creating show postcard to promote gallery exhibits
- Creating graphics and updating website and email campaigns
- Taking photos and/or short videos at events
- Managing photography and digital file archives
- Various design projects as assigned
- Attending relevant meetings

In addition to these duties, the Graphic Design Intern will have an opportunity to work with other staff members relating to programming, education, and development. The Graphic Design intern will gain a good understanding of how non-profits work. Other tasks might include working at various events (when available), coordinating mass mailings, assisting with the distribution of flyers and brochures to promote events, and general office assistance (answering phones, making copies, etc.). **This is an unpaid internship.**

Qualifications:

- Interns must be able to work independently and with others.
- Excellent communication skills, both oral and written, are essential.
- Ability to see a project from the beginning to end and to meet deadlines is critical
- Well organized with a specific understanding of how to manage digital files
- Demonstrated knowledge of Photoshop, Illustrator, In Design and other Adobe software
- Must have a good understanding of what makes a compelling photograph, print piece and digital asset

Please submit a resume and portfolio for review and be prepared to discuss 3 design projects that you've completed independently. Consider how your design made an impact on the end-user and how you used design to communicate an intended message.

The Living Arts & Science Center (LASC) is a not-for-profit organization providing creative and unique opportunities in the arts and sciences for children and adults. Founded in 1968, the LASC now serves over 40,000 individuals annually through art and science exhibits, classes, workshops and community programs. The LASC provides programs and services in our own facility as well as in schools, social service agencies, community centers, libraries and at community events. Stop in and see why the Living Arts & Science Center is...the place where creativity grows!

You can apply for our internships through the Handshake portal or resume and cover letter submission to volunteer@lasclex.org. If you have any questions, please don't hesitate to contact us via email or phone at 859-252-5222

****Applications for Spring 2020 opens September 15th and close November 15th, 2019 at 5:00 pm****