



## National World War I Museum and Memorial Intern Program Area: Marketing & Communications

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**Intern Position:** Graphic Design Intern

**Reports To:** Graphic Designer and Social Media Manager & Director of Marketing, Communications, and Guest Services

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**Program Summary:** The Graphic Design Intern provides support to the Graphic Designer and Social Media Manager and the Director of Marketing, Communications, and Guest Services in all areas of visual communication representing the Museum, including printed and web-based materials. The Graphic Design Intern will assist and hone skills in the areas of prioritizing tasks, conceptualizing pieces, designing, creating mock-ups and preparing materials for publication from start to finish.

**Areas of Concentration:**

- Assist Museum designers in producing a wide variety of internal and external materials.
- Assist with the creation of materials that may include advertisements, program handouts, presentations, internal forms and documents, exhibition signage and graphics.
- Assist the Marketing & Communications team in articulating and maintaining the Museum's brand across all channels and materials.
- Perform other duties as assigned.

The incumbent is expected to embrace the National World War I Museum and Memorial's stated mission and core values and demonstrate support for them through professional interactions and performance of job duties.

**Preferred Experience/Aptitudes:**

- Pursuing a career in design, communications, or related field.
- Possess a strong portfolio of work.
- Demonstrated skills with Adobe Creative Suite; illustration experience a plus.
- Strong sense of high-end design and style
- Strong attention to detail and accuracy.
- Ability to manage multiple projects at a time.
- Strong oral and written communications skills.
- Ability to consistently complete tasks and meet deadlines