



## GRAPHIC DESIGN INTERN

**JOB SUMMARY:** The City of West Allis, Wisconsin is seeking a highly creative and talented junior or senior year student majoring in graphic design to get hands-on experience in creating real-time deliverables for the Department of Communications. Administrative direction and supervision is received from the Director of Communications, with additional guidance from other City staff.

**HOURS:** Flexible hours between 8 am – 5 pm, Monday – Friday, approximately 10 to 20 hours per week depending on class schedule.

**HOURLY RATE RANGE:** The suggested hourly rate is \$12 for West Allis residents and \$11.76 for non-West Allis residents.

**TERM OF INTERNSHIP:** Term of the internship program is typically through graduation with the understanding it is dependent upon the needs of the City and the performance of the intern.

**DUTIES:** Provide production support to the Communications Department in producing clear engaging graphic communications for print, web and video products, services and programs. Work with the Communications staff in the design and production of materials such as newsletters, brochures, advertisements and invitations, etc. to ensure a consistent and professional image and maintain City branding and logo standards.

Work with team members to produce a wide variety of internal and external materials, from entire marketing campaigns (advertisements, flyers, banners, brochures) to digital signage and graphics. Produce designs for variety of print, TV and web needs including brochures, flyers, posters, info-graphics, billboards, annual reports, calendar, budget books, council/community presentations; TV graphic needs for stories, opens, billboard slides, etc.; provides graphics specifically designed and formatted for web needs, social media, etc.

Assist in the layout and design of marketing and promotional pieces. Make design and type corrections to these materials. Collect files when jobs are finished.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:** Requires knowledge of printing processes; must remain current on design production software; a good eye for high-end design and style; passion for web technologies and graphic design; ability to communicate clearly verbally and in writing; ability to consistently complete tasks and meet deadlines; good skill in listening; good skill in communicating clearly and concisely, verbally and in writing; ability to collect, analyze and interpret data and effectively present ideas, concepts, recommendations and conclusions; ability to prepare clear and concise written and oral reports; ability to understand and follow verbal and written instructions; ability to seek supervisory guidance, yet make individual decisions; ability to work independently and as part of a team; ability to exercise mature judgment and confidentiality; ability to maintain accurate records and files; ability to communicate and work cooperatively and effectively with a diverse population, including but not limited to elected officials, superiors, staff, other governmental agencies, and the public.

**MINIMUM REQUIREMENTS:** Current enrollment at a college/university in Art/Design. Skilled in design software, InDesign, Photoshop, Illustrator, web applications.

Portfolio of work required.

Competent in the use of office computers/software including, but not limited to, Microsoft Office Suite (Excel, Word, Access, PowerPoint, Outlook, Calendaring).

Possess the physical capacity to perform the duties of the position including, but not limited to, continuous sitting, walking and standing; occasional lifting/carrying up to 20 lbs.; continuous stretching/reaching of arms; continuous arching of neck; the ability to continuously bend, kneel, twist, stoop, squat, pull, push, etc., and the ability to continuously focus for long periods of time on projects or while working on computers.

Reference Chart:

<b>ACTIVITY FREQUENCIES</b>	
Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

**HOW TO APPLY:** To apply, please email a cover letter with your availability, résumé and link to your portfolio with 5–10 design samples to [jmatte@westalliswi.gov](mailto:jmatte@westalliswi.gov). Please put “Graphic Design Intern” in the subject line of your email. Visit our website at [www.westalliswi.gov](http://www.westalliswi.gov) for further information on the City of West Allis.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.