

## Fall 2018 Graphic Design Internship:

Are you a digital designer with a passion to create? A Photoshop ninja making illustrious illustrations? Do you dream in CMYK? Then you might just be what we need!

Hawks & Reed is the newest edition to Western Mass' booming music scene; a cutting edge, multi-venue performance center. We present music and the arts in an accessible, compelling and hospitable manner to the benefit of the social and economic well-being of our community. We pride ourselves in hiring the brightest, most ambitious team members. Join us in growing Hawks & Reed into the premiere destination for local and national acts alike.

### Graphic Design Intern

As the Graphic Design Intern, you will be responsible for assisting our in house team on a variety of projects. From social media to infographics to event flyers, your work will vary across platforms and styles. In one day, you might create a clean, minimal piece, and a wildly creative, loose event graphic. As you grow, you will be given the opportunity to own multiple pieces of dynamic projects.

### Responsibilities:

- This intern should be able to provide their own laptop with appropriate software. Adobe CC preferred, but GIMP, Inkspace, etc will be accepted.
- Working closely with in house team to translate messaging concepts into marketing materials
- Assisting with creating clear engaging graphic communications for print and web. This will include logos, direct mail pieces, branded promotional items, website and social media graphics, media kits, email newsletters, posters, flyers, and other marketing materials as needed
- Collaborating with the Social Media Team and support campaigns with design solutions to create assets for social media platforms
- Attending creative meetings and assisting in brainstorming concepts for upcoming projects/marketing
- Other duties as assigned

### Qualifications:

- Prior experience creating graphics and a solid grasp of design concepts
- Proficiency in Adobe Creative Suite, including Illustrator, InDesign, and Photoshop
- Enthusiasm for the design process and attentiveness to multi-faceted project goals
- Must have excellent time management skills
- Must have ability to work independently as well as in partnership with a team
- Must be extremely organized and detail oriented
- Ability to prioritize and multitask multiple projects/requests
- Interest in music, the arts and event planning

The successful candidate will demonstrate the ability to work hard and persistently, and to be comfortable with creating and organizing graphics often under stressful conditions. The Graphic Designer is expected to work closely with the in house team to produce quality media and constantly analyze and find ways to improve. This position will be offered for the 2018 Spring Semester with possible renewal for exceptional work.

If interested please send a cover letter, a portfolio of recent work and 3 references to [Design@hawksandreed.com](mailto:Design@hawksandreed.com)