

**YUAG - New Haven Promise Internship
JOB DESCRIPTION**

Yale Department: YUAG Graphic Design Department

Brief description of department goals and/or functions:

The Graphic Design Department informs and excites the Gallery's various audiences about the collection and programs of the Yale University Art Gallery through stimulating and exciting design, and the production of thoughtfully conceived print and web publications, advertising, and signage while continuing to develop the Gallery's visual brand and the brands of individual programs and events. Graphic Design works to publicize and actively further the Gallery's commitment to teaching and the importance of original art works through appropriate design work that engages the Gallery's multiple audiences. The department aims to support graphic design education at Yale through mentorship of MFA Design students, tours for Yale Design classes, staff participation as guest critics at the School of Art, and departmental participation, when appropriate, in Gallery programming.

Internship Job Title: New Haven Promise Summer Intern

Number of Internships: 1

Amount of salary/compensation: \$ 12.50 per hour

Internship Required Qualifications:

Must be organized, punctual, and enthusiastic. Strong communication and organization skills
Proficiency with Adobe software.
Interest in graphic design and typography, with some training and background in these areas
Ability to complete tasks with attention to detail
Ability to work independently on a variety of projects that require flexibility and varying degrees of responsibility

Internship Major Duties/Responsibilities:

The student will work in the Graphic Design Department during the summer recess. The aim of this position is to give an introduction to the work of the department while assisting with its day-to-day operation. Duties include routine maintenance of office files; helping to produce, cut, and deliver labels and other printed material; photocopying; library work and research; departmental errands; and assisting with departmental projects under the supervision of the Director of GD and other department staff. The intern will learn about preparing materials for press and color correcting, and gain experience on press checks. The intern must maintain a reliable schedule in consultation with the Department.

Internship Schedule (finalized per discussion between hiring supervisor and intern):

No. of Hours per Week: 25-30

Tuesday through Thursday / Start Time: 12:00 **End Time:** 5:00

Monday and Friday / Start Time: 9:30 **End Time:** 5:30

Start Date: June 17, 2020

End Date: August 16, 2020

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Dress Code and other “good to know” aspects of the position:

Employee must have a reliable schedule and maintain consistent attendance.

Dress code is casual. Student may be asked to assist with deliveries so comfortable shoes are recommended and some lifting may be required.