

Graphic Design Internship

Spring/Summer 2023

Application Deadline: November 4, 2022

2023 DMAF Dates: June 23-25



Join the Des Moines Arts Festival® staff in the carefully detailed preparation and execution of one of the most celebrated Festivals in Iowa. This will be a fun-packed position that builds a diverse set of new skills and experiences. The internship is part time starting early/mid February and begins full time following the conclusion of spring semester, through the three-day Festival, and ending the last week in July. This key position assists staff in the preparation and execution of the Festival's collateral, merchandise, and on-site materials. In addition to the distinguished experience and networking opportunities, interns will receive a monthly stipend.

Internship duties include but are not limited to: designing banners and on-site signage using the Festival creative, communicating with the Festival's print company, creating advertisements for all media platforms, assisting with creation and layout of final reports, and manual labor. All interns are involved in the day-to-day operations of the organization. We work together as a team, helping each other successfully execute the details of the event production. Extensive hours are required during the month of June leading up to the Festival (nights and weekends are needed) and during the week of the Festival. All interns are expected to contribute to the overall success of the Festival including load-in and load-out and any heavy lifting required. Intern impact is visible at the Festival which comes with a true sense of accomplishment at the completion of the internship.

Qualifications and skills necessary (with the willingness to learn):

- Responsible
- Detailed oriented and organized
- Motivated self-starter and independent worker
- Adaptable/flexible
- Efficient, hard-working
- Team player and coachable
- Upbeat with a positive attitude
- Enjoys manual labor and hands-on activities
- Can handle working outdoors in ANY weather element and be on their feet for several hours
- Solid working knowledge of computer programs such as Microsoft Word, Excel, Power Point
- Extensive knowledge and experience with Adobe design programs (Illustrator, InDesign, and Photoshop)
- Photography/Video editing skills are a plus
- Comfortable working with new forms of technology/platforms
- Confident in communication via email and phone

Resume and coverletter should be submitted online at: desmoinesartsfestival.org/intern