

Graphic Design Intern

POSITION PURPOSE

The Crow Wing County Historical Society Museum is the premier institution committed to collecting, preserving, and displaying artifacts and information relating to the history of Crow Wing County. The Graphic Design Intern will play a major role in rebranding of the museum's print materials, assist with updating our website, and participate in creating digital exhibits. This is a great opportunity to add to your resume and portfolio.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work closely with museum staff to understand our purpose and needs.
- Collaborate with the Executive Director on design ideas.
- Update and create printed media including, but not limited to, an ad for publications, a rack card, business cards, membership cards, and museum forms.
- Evaluate website and make recommendations for updated functions and graphics.
- Communicate with the GoDaddy design team to carry out website updates.
- Program a digital exhibit.
- Graphic design for exhibit interpretation.
- Assist with social media and blog.
- Willingness to assist with other duties as needs arise.
- Communicate any necessary absences with Executive Director in advance.

WORK ENVIRONMENT/PHYSICAL DEMANDS/PHYSICAL SURROUNDS

- Moderate physical activities requiring reaching, handling, talking, hearing, and close vision.
- Typically, in an office environment, but does include a historic house with steep stairs and low ceilings. Work also includes time at the Crow Wing County Fairgrounds, which has uneven terrain.

REQUIRED QUALIFICATIONS

- Current enrollment in a post-secondary institution.
- Enrollment in a graphic design or similar program.

PREFERRED QUALIFICATIONS

- Access to design software.
- Experience creating print media and advertisements.
- Excellent communication skills and ability to interpret ideas.
- Familiarity with Wordpress.
- Social media savvy.
- Interest in and enthusiasm for promoting local history.

This is a part-time, temporary position with 24 hours per week. Intern will work May through August, Tuesday-Friday from 9-3. Hourly wage is \$12.00 per hour, but the experience is priceless. If interested, please send a letter of interest and resume to Hillary Swanson, Executive Director at 320 Laurel Street Brainerd, MN 56401 or Hillary.Swanson@crowwing.us. Application deadline is May 20, 2022.