Position Available

**Title:** Graphic Design Intern  
**Reports to:** Graphic Design Specialist  
**Compensation:** Unpaid; internship must be applicable towards course credit  
**Hours:** 10 – 15 per week  
**Timeframe:** Spring 2020, with potential to extend if credit can be received

Madison Children's Museum is unique among family resources in Dane County. The museum fosters family and community connections, and provides a place where every child can learn through play in a hands-on, interactive environment.

Madison Children's Museum’s marketing department is seeking an enthusiastic and talented Graphic Design Intern to contribute to marketing efforts.

**Description:** The Graphic Design Intern will work directly with the marketing department's Graphic Design Specialist, playing a key roll in the redevelopment of our brand and producing related materials. The intern will also assist in a new asset management process, working with our photo archive. This is a unique internship, in which a motivated individual will have the opportunity to gain experience in several aspects of design and nonprofit marketing.

**Duties of the position may include:**

- Asset development for brand tools
- Assist with brand definition
- Developing marketing materials
- Curating and organizing online photo galleries for museum

**Other duties (depending on intern’s interests and talents may include):**

- Photography, including taking pictures for social media
- Other marketing-related projects and special events as needed

**Job qualifications:**

Enrolled in a college or university pursuing a degree in graphic design or a related field. Applicant must have strong skills in the Adobe Creative Suite and illustration. Hours are flexible, with most hours during regular weekday operating hours, but an occasional weekend or evening opportunity may arise. Located on Capitol Square, on the bus line. MCM is an Equal Opportunity Employer.

**How to apply:**

Please send cover letter, resume and portfolio or three samples of previous graphic design work (class projects are acceptable). Send all materials to Josie Drake at jdrake@madisonchildrensmuseum.org

Application deadline for the Spring 2020 Graphic Design internship is **Saturday, November 30th, 2019**