Graphic Design Internship
Summer 2019

The Gallery 400 internship program welcomes students and recent graduates who wish to broaden their education and professional experience by working at one of the nation's most vibrant university galleries showcasing work at the leading edge of contemporary art, architecture, and design. Interns work directly with gallery staff to plan and implement projects, research and evaluate current initiatives and develop practical, professional skills. The experience will give interns insight into the day-to-day inner workings of a non-profit contemporary art gallery located at the largest, most diverse public university in Chicago.

Internships require a commitment of 15-20 hours per week and are typically a semester in length (Summer Semester is May 6 - August 9). A major in art history or fine art is not required. All internships are unpaid, but academic credit can be arranged for students. Please contact your individual career or academic advisor to arrange for internship credit.

Position Description:

The Graphic Design intern assists the Gallery in developing and producing promotional materials for exhibitions, film and video screenings, lectures, and other programs.

Responsibilities:

- Using Adobe Suite, modify templates to create postcards and flyers
- Creating new designs for other printed and digital promotional materials
- Create promotional graphics and short GIFs for publication on social media
- Assist in various Gallery design or administrative tasks, as needed

Desirable skills:

- A high degree of organization and attention to detail
- Excellent proofreading skills
- Ability to create materials in a timely manner
- Ability to stay on task without supervision
- Experience in print production and proficiency in Adobe InDesign, Adobe Illustrator, Adobe Photoshop, and HTML in a Macintosh environment.

To apply:

The application deadline is April 12 at 5pm. To apply, please send a PDF portfolio with at least two examples of your work, resume, and cover letter to gallery400@uic.edu with "Graphic Design Internship Summer 2019" in the subject line.

GALLERY 400