



Graphic Design Internship

Reports to: Museum Director and Outreach Assistant

Credits: up to 4 per semester (with permission from the department)

Duration: one semester with the possibility for continuation

Position Summary:

The intern will be working with museum staff, the museum's marketing staff, the University Communications and Marketing staff, the UWSP Printing and Design staff and the UWSP Information Technology staff. The intern will be responsible for the design of promotional materials as assigned by the Director and Outreach Assistant.

Position Requirements:

The intern must be a current UW-Stevens Point student in good standing, with experience using graphic design software such as Adobe InDesign, Illustrator, or Photoshop. A visual portfolio must be provided to be considered for the internship. The intern should possess strong leadership and problem-solving skills, excellent written and oral communication skills, and be detail oriented and self-motivated. The ability to take direction, work independently and meet pre-assigned deadlines is necessary.

Job Functions:

Projects will be assigned based on priority and the intern's experience/abilities.

Performance expectations include the following:

- Work closely with museum staff to design/produce promotional materials that will effectively represent the museum and the university
- Prioritize tasks within a project to meet preset deadlines
- Create various types of publications (brochures, banners, cards, posters, etc.)
- Follow the guidelines set by the University Communications and Marketing Office as listed in their communication standards manual
- Effectively communicate with the museum staff regarding questions/concerns and the progress of the project
- Develop and maintain positive working relationships with any UWSP employees or students involved in the assigned project

Benefits:

The intern can expect to gain practical experience in the job functions listed above. Upon successful completion of the internship, the intern may request a letter of recommendation.

Contact: Jenna Miskowic, Museum Outreach Assistant, in person (ALB 106) or via email (museum@uwsp.edu)

About us:

The UWSP Museum of Natural History is responsible for the professional curation of the university's various scientific collections, including those reserved for research and teaching purposes. The museum strives to serve as an educational resource to the university and the regional public. Each year the museum welcomes around 40 area schools (approximately 1,500 students) for guided tours and presentations. Because admission to the museum is free, funding depends heavily on donations and gift-shop sales. The dedication and commitment of the museum's staff, interns and volunteers are key to the museum's success.