



The Pumphouse Theatres Society is one of Calgary's leading performing arts organizations and for 45 years has been providing affordable, professional quality facilities and services to Calgary's cultural community. It fosters development through arts education and programming. Partnering with the Calgary Clown Society, the Pumphouse will be hosting the first ever Calgary Clown Festival! We are looking for a Graphic Design Intern to join our team and provide creative ideas to help achieve our goals – developing and implementing simple but effective graphics to assist with a marketing campaign. Your work will include assisting with the preparation of promotional material, developing similar graphics for multiple social media platforms, and assisting with our webpage.

Reporting directly to the Production and Operations Manager and liaising with senior managers, the Graphic Design Intern is responsible for:

- Producing template items such as brochures, email and social media campaigns images. May also be requested to create some large format signage.
- Creating branded marketing collateral for all digital channels (website, banners, e-newsletters, digital ads).
- Developing creative new design concepts, graphics and layouts.
- Applies strong layout and design skills, great attention to detail, accuracy, creativity, self-motivation and the ability to work on strict deadlines, even under pressure.
- Ensuring brand standards are being followed across all media and print related items.

As a graphic design intern, you will collaborate with our Administrative team in all stages of marketing campaigns. Your insightful contribution will help develop, expand and maintain our digital channels.

Requirements

- Demonstrates ability to conceptualize design ideas from creation to execution.
- Strong desire to learn along with professional drive.
- Excellent verbal and written communication skills.
- Experience with Adobe Creative Suite, including Photoshop, Illustrator, InDesign.
- Video editing skills considered an asset.
- Excellent knowledge of MS Office & Wordpress.
- Current enrolment in a related Graphic Design, Marketing or related work experience

This is a flexible part time position (averaging 3-5 hours per week over 10-12 weeks), ideal for current students or recent graduates. This contract will have flexible working hours with strict deadlines. Ideal candidates will also have own equipment and the ability to work from home with remote supervision.

Applicants should apply no later than June 21, 2019. Please send a copy of your resume and cover letter to Laura Clendening at admin@pumphousetheatre.ca.