

# PD NetWORK

**Company/Organization:** Charlotte Center City Partners

**Position:** Graphic Design Intern

**Company/Organization Overview:** <https://www.charlottecentercity.org/about-us/>

## **Internship Overview:**

Work with key stakeholders to develop and design a variety of materials including presentations and content to support clients and business development including:

- Concept creative ways simplify and visualize complex information
- Produce sales presentation materials, for use in digital and print formats
- Create custom graphics and designs, including infographics, logos and other original work
- Help with Center City Partners' digital presence, including the maintenance of websites and the creation of social media graphics, as well as content creation for a digital newsletter

**Timeframe and Hours:** Full-time (May – August)

**Compensation:** Stipend and paid parking pass.

## **Qualifications:**

- Passionate about design, communication, and client service
- Demonstrated knowledge of presentation and information design
- Understanding of and experience in layout, color theory and typography in both digital and print
- Ability to uphold multiple brand and style guidelines while creating new graphic content within those guidelines
- Strong interpersonal and communication skills
- Ability to work independently and manage time and workflow effectively, to multi-task and meet deadlines in a fast-paced environment
- Detail-oriented individual who reviews his/her work carefully and creates clean files
- Expert knowledge, accuracy and speed in InDesign, Photoshop, Illustrator and PowerPoint with working knowledge of Word and Excel, HTML skills a plus
- Photography skills are a plus

**Please submit your resume to Steve Bondurant '98 at [steve.bondurant@providenceday.org](mailto:steve.bondurant@providenceday.org)  
or call 704-887-6039 with questions.**