

**Company/Organization:**

Charlotte Center City Partners

Position:

Graphic Design Intern

Internship Overview:

This role is responsible for assisting in the creation of effective, dynamic and well thought out designs for presentations, infographics, collateral and event materials and signage, digital and social content. They must have the ability to communicate information and data creatively and effectively. Speed, agility and positive attitude required. They should be comfortable working in multidisciplinary teams and have strong graphics and storytelling ability.

This Intern is a key member of the Marketing and Communications team and Events team and is expected to participate in, be proactive and anticipate needs of initiatives of the team.

This position reports to the Design Manager.

Responsibilities:

- 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:

May - August; Monday through Friday, 9:00am - 5:00pm

Compensation: Pay information or college credit language

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 or call 704-887-6039 with questions.**