

GRAPHIC DESIGN INTERN

Company: Purdue Christian Campus House, West Lafayette, Indiana

Status: Full-time (40+ hours/week) for 2 Years

Salary: \$23K/yr, plus some insurance benefits.

Start Date: June 2010

Objective: Provide design support and print solutions for Campus House, Greyhouse Coffee and Mobilization Projects. Provide an inventive application of our style with an understanding of our ministry's personality and that of our constituents.

Job Description

- Collaborate with staff members to translate their respective projects into design strategies and solutions.
- Projects may include: Digital layout, direct-mailings, annual reports, newsletters, event posters/postcards, fine art/ photography, digital visualization for teaching and worship, developing new branding, updating current website, developing new web content, and video production/editing, round-table creative discussions and set-design.
- Organize a professional and logical creative process for each project from concept to reality, providing quality control, precision and accuracy along the way, in order to meet simultaneous deadlines.
- Provide pre-press for all print projects and submitting camera-ready art to outsourced printers.
- Design new and creative approaches to communication and aesthetics in our visualizations.
- Archive all graphics and print projects for staff reference.
- Manage a budget for project materials and services

Required Skills

- Mastery of Adobe CS (Photoshop, Illustrator and InDesign)
- Familiarity with printing process, such as bleeds, color modes and layout
- Ability to organize, maintain and complete several projects simultaneously
- Ability to delegate and outsource tasks among volunteers and vendors
- Proven excellence in creative design
- Strong work-ethic
- Ability to cooperate and collaborate with other staff members
- Willingness to accept constructive criticism
- Flexibility in a changing work-environment
- Thoroughness and follow-through
- Self-motivation and initiative

Supplemental Skills

Familiarity with HTML, CSS and Java Script
Front-end Web Development
Video-editing
Illustration

To Apply

Please submit a digital resume with references, a personal photo, and portfolio (in.pdf format) to Dana Marcellino at dmarcellino@pcch.org.