

Corpus Christi Downtown Management District (CCDMD)

Graphic Design Intern

The mission of the CCDMD is to become the most vibrant downtown on the Gulf of Mexico and will be supported by the Promotions Department which focuses on promoting remarkable and prismatic cultural experiences throughout Corpus Christi's downtown districts.

The **Graphic Design Intern** is a part-time (20 hours/week) position that reports directly to the Marketing & Events Manager and will be responsible for assisting with, supporting, and enhancing work produced by the Promotions Department. This Internship is for one full semester. Interns must be enrolled at Texas A&M University – Corpus Christi or Del Mar College and must show proof of enrollment.

How to Apply:

To apply, submit your resume, course schedule, & extracurricular activities schedule to Handshake by 5:00pm on Friday, August 12, 2022.

The ideal candidate will be:

- available for the entire term of the internship: August – December 2022 (with breaks for holidays)
- committed to the transition into the Marketing / Advertising / Communications professional industries
- committed to producing quality and timely work
- able to work within a structured schedule and at times, high-demand atmosphere
- coachable and excited to gain professional experience

A. Qualifications and Skills

1. Must be enrolled at Texas A&M University – Corpus Christi or Del Mar College and have successfully completed one academic year
2. Must be obtaining a degree related to Communications, Journalism, Public Relations, Graphic Design, Event Planning, or a related industry
3. Must have excellent oral and written communication skills including emails, communicating with your manager and fellow coworkers
4. Must be able to build respectful, cooperative relationships with others
5. Must have good organization and planning skills, and be able to demonstrate effective project coordination, facilitation, and implementation based on past work or school experiences
6. Must have quality design and production skills
7. Must have passion for bringing creative ideas to life via graphic design
8. Must have experience in designing projects using knowledge of all design elements including layouts, font types, colors, textures, patterns, etc.
9. Proficiency in designing quality layouts, logos, print items, and digital content, and promotional items
10. Must have experience using Adobe Suite: InDesign, Photoshop, and Illustrator
11. Proficiency in web design preferred
12. Proficiency in Microsoft Word and Excel

B. Responsibilities

1. Support day-to-day design and editing of CCDMD's promotional materials including:

- a. Logo suites
 - b. Branding packages and elements
 - c. Posters, flyers, and other small print items
 - d. Digital marketing elements
 - e. Social media posts, cover photos, etc.
 - f. Organizational materials, i.e., booklets, sales packages
 - g. Sponsorship packages and proposals
 - h. Downtown and event signage
 - i. Any other design elements needed by the Promotions department or other CCDMD departments including Organizational Management, Economic Development, Wayfinding, and District Operations
2. Attend and assist with event execution for ArtWalk, Run Club, the Holiday Series, and any other event or promotion produced by CCDMD by:
 - a. Take notes, relevant to graphic design, in internal and committee meetings
 - b. Assist with event set up and tear down, including the CCDMD Info Booth
 - c. Assist in all marketing efforts leading up to each event
 - d. Assist Marketing & Events Manager with any need prior to, during, and after each event
 - e. At times, design on site signage and
 3. Attend regularly scheduled meetings including:
 - a. Weekly Promotions Meeting
 - b. Monthly Business Association Meeting
 - c. Monthly Committee Meetings, if applicable
 - d. Event Planning Meetings & Event Recap Meetings

C. Daily Procedure

1. Check emails and respond to any questions
2. Conduct duties listed above in order of priority affirmed by Marketing & Events Manager
3. Check in with the Marketing & Events Manager to see what tasks they would like you to work on
4. Attend meetings scheduled for the day to observe and take notes
5. Attend events scheduled for the day and provide support to Marketing & Events Manager
6. At the end of the pay period, fill out time sheet and email to or print out for Marketing & Events Manager for approval
7. At times, send Marketing & Events Manager updates on your work priorities and tasks

D. Performance Measurements

1. Marketing & Communications activities are effectively and efficiently completed and support CCDMD goals and objectives
2. All communications materials reflect brand consistency and accuracy
3. The Marketing & Communications Manager is well supported
4. Activities and duties are completed within deadline