

IMPRINT PROJECTS

DESIGN INTERNSHIP - CHINATOWN, NEW YORK

Imprint Projects develops innovative brand platforms for marketing and communications. We work as artists, designers and curators in partnership with non-profits, businesses and communities.

We are seeking a full-time Design Intern to support the Imprint Projects team in our New York office. This position offers hands-on experience with a fast-growing New York-based creative marketing agency. This position has opportunity for growth within the company.

Design Intern will assist the lead designer on all design projects. While no work experience necessary, applicants must have relevant portfolio with advertising / marketing / branding applications.

Responsibilities

- ▶ Assist Lead Designer, Project Manager and Lead Producer with research, design concepts, copy-writing, project planning and all other design related tasks
- ▶ Prepare design files for print production and online delivery
- ▶ File management
- ▶ Maintain digital and physical archive including updating company website and other online platforms
- ▶ Work with other design interns and freelancers to develop in-house projects and events

Skills

- ▶ Very comfortable with computers, new technology, email and IT troubleshooting
- ▶ Experienced in Adobe CS5, Microsoft Office, Google Docs, HTML & CSS (video editing, photography and animation a plus)
- ▶ Self-starter, organized, flexible and willing to learn
- ▶ Strong interpersonal, planning and analytical skills
- ▶ Excellent time management skills, demonstrated ability to organize, set and implement priorities while balancing multiple tasks and meeting deadlines

We want you to love what you do, so a passion for art, fashion, design, film, music and/or social activism is required.

Internship Hours: 3 days per week (Tues-Thurs) 10am - 7pm.

Submit CV and cover letter to: patricia@imprintprojects.com