Lowell Observatory’s Development Department is seeking a Media Intern to help with graphic design. The Media Intern should be a high-energy, confident individual with excellent graphic design skills. The intern will be supporting a fast-paced department with many big projects. The applicant should therefore be comfortable with a variety of priorities, be detail-oriented, and possess excellent interpersonal skills. This position reports to the Media Coordinator.

Responsibilities

The primary function of this position is graphic design. The Media Intern collaborates with staff to create design pieces including, but not limited to, newsletters, brochures, advertisements and web design. Other social media or public relations tasks within the Development Department may be assigned. As needed, the intern may work with other Lowell staff on media or design related projects, such as image processing.

Qualifications

- Demonstrated ability to design for print and web
- Excellent time management and communications skills
- Ability to work independently, but seek help when needed
- A portfolio of outstanding work, with examples of student projects
- Proficiency with Adobe CS5 design software, InDesign, Illustrator, and Photoshop
- Proficiency with Microsoft Word and Excel
- Excellent speaking and writing skills, including Microsoft Outlook email
- Ability to work under pressure of timelines and complete tasks on schedule
- Excellent organizational and communication skills
- Cooperative and professional attitude

Education/Experience

This internship is offered to college students currently pursuing a degree in Communications, Advertising, Marketing, Public Relations or related field.
Opportunities

Lowell Observatory is a fast-paced, busy department in a well-respected and internationally known institution. This internship will provide significant insight into and understanding of various aspects of non-profit marketing and advertising, including preparation of press releases, graphic design and web design. This is a great introduction into the outreach side of a non-profit organization. The intern will also receive considerable exposure to both the research and educational programs at Lowell Observatory. The intern will have the opportunity to attend presentations by staff and guests, and attend staff functions.

**Hours:** 10-15 hrs per week. We prefer a set schedule and will work with the successful candidate to determine specific days and times. Given the nature of the position, there may be a need for weekend or evening availability.

**Status:** Part-time, Temporary

**Internship Period:** Summer and Fall 2012; Internship extension possible.

**Location:** Flagstaff, Lowell Observatory’s Mars Hill Campus

**Compensation:** $8.60/hr

**FLSA Classification:** Non-Exempt

**Contact Information:** humanresources@lowell.edu

**Web site:** www.lowell.edu

Please complete an application (found on www.lowell.edu) and send it with a letter of interest addressing your qualifications, a résumé or vitae, and names, phone numbers and e-mail addresses of three references to the email address listed on the top of the application. Applications will be accepted until July 20, 2012.

Lowell Observatory is an Equal Employment Opportunity/Affirmative Action employer and provides equal employment opportunity to all persons without regard to race, color, religion, sex, national origin, age, genetic information, disability, veteran status, political beliefs, sexual orientation, and marital and family status.

Lowell Observatory provides reasonable accommodations to applicants with disabilities. This nonsmoking campus is at an elevation of 7,000 ft/2100m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

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