Artist Trust is a not-for-profit organization whose sole mission is to support and encourage artists working in all disciplines in order to enrich community life throughout Washington State. Artist Trust is recognized as a national model for direct funding and professional development of working artists and has invested over $10 million in individual artists throughout the state since its inception in 1986.

Internship Summary
The Design Intern assists with all aspects of Artist Trust’s marketing, communications, and outreach initiatives and is an important part of the organization’s administrative team. The Design Intern works closely with the Communications Manager and Programs & Development Teams on conceptualizing creative graphics to promote Artist Trust and its various programs. This is an excellent opportunity for emerging designers looking to explore working in a non-profit environment while building their portfolio.

Responsibilities
• Produce engaging graphics, images, layouts for the Artist Trust website, blog, (RE)SOURCE monthly e-newsletter, social media, promotional materials, and more
• Generate creative ways to present the stories of grant recipients and Artist Trust members
• Assist with coordinating print and digital collateral and with light web design
• Available to support special projects and out of office events as needed

Benefits
• Statewide networking opportunities in the arts and nonprofit sector
• Work with a knowledgeable and ambitious team of nonprofit professionals
• Gain experience with Expression Engine, MailChimp, Submittable, and Adobe Creative Suite programs
• Develop work examples for your design portfolio
• Access to Artist Trust programs, workshops, and events
• A letter of recommendation/reference upon successful completion of the internship

Skills and Qualifications
• Excellent visual communication skills, strong attention to detail, and highly organized
• Familiar with social media platforms including Facebook, Twitter, Instagram, and Hootsuite
• Proficient with photo editing, video editing, and web design software
• Some experience with HyperText Markup Language (HTML)
• Strict adherence to professional discretion and confidentiality
• An interest in non-profit communications, local art, arts administration, or non-profit administration
• Ability to work both independently and as part of a team
• A sense of humor
• Ability to commit to a six-month internship at 12-20 hours each week

Note: Applicants need not be enrolled in or a graduate of a college degree program.

Compensation
The Design Intern will receive a $1,000 stipend after successful completion of a six-month internship.

To Apply – preference given to applications received before 6/12/2017.
Please email the following to internhiring@artisttrust.org with “Design Intern” in the subject line:
• Cover letter describing your interest in the position, qualifications, and what you will bring to the organization
• Current résumé
• Three professional references with contact information
• Three to five examples of past design work

Artist Trust is an equal opportunity employer and complies with all EOE and ADA requirements. We are committed to employing a racially diverse workforce. People of color, transgender and gender-nonconforming people, people with disabilities, and low-income people are encouraged to apply.