



## **Graphic Design Intern**

**AVAILABILITY:** Fall/Winter/Spring/Summer

**WHO WE ARE:** Since our founding in 1901, the Toledo Museum of Art has earned a global reputation for the quality of our collection, our innovative and extensive education programs, and our architecturally significant campus. More than 30,000 works of art represent American and European painting, the history of art in glass, ancient Greek, Roman, and Egyptian works, Asian and African art, medieval art, sculpture, decorative arts, graphic arts, and modern and contemporary art.

To accommodate the ever-growing collection and demand for art education, the Museum campus has grown exponentially since its founding, covering approximately 36 acres with six buildings. The main Museum building interior contains four and a half acres of floor space on two levels. It has 45 galleries, 15 classroom studios, the 1,750-seat Peristyle concert hall, the 176-seat Little Theater lecture hall, the Resource Center for Educators, the Family Center, the Visual Resources Collection, the Museum Café, and the Museum Store featuring Collector's Corner. The Glass Pavilion has five galleries, a glass study room, classrooms, two hotshops, a multipurpose GlasSalon, public and private courtyard space, and a coffee bar.

Thanks to the benevolence of its founders, as well as the continued support of its members, the Toledo Museum of Art remains a privately-endowed, non-profit institution and opens its collection to the public—free of charge—six days a week, 309 days a year.

**AREAS OF INTERESTS:** Visual Communications Technology, Graphic Design, Marketing and Communications

**SUMMARY:** This internship provides students with experience of creating graphics and templates for exhibitions, advertisements and marketing materials in a museum setting.

**RELATIONSHIPS:** Mentorship from the senior graphic designer, participation in the staff meetings; opportunity to collaborate with various departments and teams from across the Museum.

**EDUCATION, EXPERIENCE & COMPETENCIES:** Active college enrollment status; Familiar with the following programs: Adobe InDesign, Adobe Acrobat, Adobe PhotoShop, Adobe Illustrator and proficient with Microsoft Office Suite.

**WORK ENVIRONMENT:** Standard open concept office work environment with related phone, computer and printer noise; position requires the ability leverage technology including smart boards, computer, printer and phone systems; the person in this position may be required to communicate with public membership and staff who have inquiries and must be able to exchange accurate information in these situations.

**APPLICATION PROCESS:** Submit internship application or resume via email to [jobs@toledomuseum.org](mailto:jobs@toledomuseum.org). Please include the internship title in the subject line.

*The Toledo Museum of Art provides equal opportunity for employment and promotion to all qualified employees and applicants. No person shall be discriminated against in employment on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all employees are treated equitably and given the opportunity to achieve their full potential in the workplace.*