



VELOCITY DESIGN INTERNSHIP

Background: Velocity is Seattle's premier art center dedicated to contemporary dance and performance. Its mission is to advance contemporary dance and movement-based art by fostering the creative explorations of artists and audiences through an invested commitment to education, creation, performance, inquiry, community participation and inter/national exchange.

Reports to: Velocity's Communications Manager

Position description: The Design Intern will assist the Communications Manager with designing and distributing Velocity digital + printed collateral, as well as updating the Velocity website.

Hours: 8-10 hours per week. Flexible schedule, but must meet established guidelines.

Compensation: Position is unpaid, but the intern will be entitled to unlimited classes at the rate of \$5/class and discounted rehearsal space at Velocity.

- Academic Credit: Contact your university for this information. Velocity will fill out any necessary forms for the completion of credit.

Responsibilities include but are not limited to:

- Coordinate graphic design strategies with Velocity's communications goals
- Assist with concept, layout, and design of print collateral (flyers, posters, postcards, business cards, mailers etc.) + digital collateral (email headers + footers, Facebook cover photos, and other social media content, etc)
- Aid in distributing promotional materials
- Archive press articles + Velocity collateral
- Assist with updating content for Velocity's website
- Assist Communications Manager + Staff with additional tasks as needed

Qualifications

- Excellent knowledge of Adobe Photoshop, In Design and Illustrator
- Strong design eye and attention to detail
- Strong organizational, writing, verbal, and interpersonal skills
- Ability to multitask and stay focused + comfortable working independently
- Knowledge of the dance community
- Proficiency with WordPress, Microsoft Word and Excel

To Apply: Please send a resume, cover letter, and samples of recent design work to Liz Dawson c/o liz@velocitydancecenter.org. Position open until filled.