

JOB DESCRIPTION

JOB TITLE: Graphics internship

DEPARTMENT: Marketing and Communications

Bernheim is the Official Arboretum of Kentucky and one of the largest protected natural areas in the state. The Arboretum contains a diverse collection of woody plants that includes some 6,000 accessioned trees and shrubs displayed in a landscape setting on some 600 acres. Signature collections include important generic collections (Ilex, Cornus, Viburnum, Acer, Quercus, Magnolia, and Malus), conifers, and native habitat display areas (prairie, glade, savanna, and cypressstupelo swamp). The 12,000 - acre research forest is managed for the protection of native species and natural communities. Bernheim is located approximately 20 miles south of Louisville.

SUMMARY:

Interns in this position will work in the Marketing department. The Graphics Internship is intended to provide an opportunity for a person with graphics design and related skills to work at Bernheim toward the mutual benefit of Bernheim and the intern. The three-month (twelve-week) internship will provide the intern with first-hand knowledge of work in a place of informal learning, completed projects to augment a portfolio and valuable work experience. Bernheim intends for the internship to increase capacity, explore new project directions/technology options and accomplish a defined set of short term projects that can be completed within the framework of the three-month internship.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(INCLUDES THE FOLLOWING, OTHER DUTIES MAY BE ASSIGNED)

**Must demonstrate exceptional entry level skills in some of the following:

- Graphic design
- Photoshop
- Web site design and content management
- Video editing
- Filming skills
- Video, photographic or digital information systems
- Social networking and communication platforms
- Digital asset management

**Must be able to work on both Mac and PC platforms or be able to learn quickly.

1. Must be able to utilize Adobe Creative Suite design software package, primarily Photoshop, Illustrator and InDesign.
2. Must be able to work in Wordpress.
3. Must be able to work as a team to envision new projects and individually to accomplish them.
4. Must be able to work outside to place interpretive signs, gather and maintain Trail Marker signs and other outdoor oriented projects.
5. Must be able to multi-task while still working toward successful completion of projects.
6. Must be able to take direction, constructive criticism and design advice toward successful completion of a group project.
7. Must be dependable, prompt and have a professional workplace demeanor.
8. Must be able to work with the Bernheim public.



connecting people with nature

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2499 Clermont Road ☙ P. O. Box 130 ☙ Clermont, Kentucky 40110-0130
502.955.8512 ☙ bernheim.org

EDUCATION AND/OR EXPERIENCE:

Open to all students and entry-level professionals with a proven background in graphic design, or a related area of study.

OTHER:

Must provide examples of work related to the job functions. No formal work experience required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION INSTRUCTIONS:

Email your resume and letter of application to dmedley@bernheim.org or mail to the attention of Debbie Medley, Graphics Intern Search, Bernheim Arboretum and Research Forest, 2499 Clermont Road, PO Box 130, Clermont, KY 40110.

