

**Seattle Art Museum  
Unpaid Internship Description**

**Title:** Design Internship

**Department/Location:** Communications Department, Downtown

**Staff Mentor:** Design Studio Manager

**Learning Objectives** The intern will work on a number of concurrent projects focused around idea and concept generation, preparation of design visuals, internal 'show and tells', working with files within Adobe Creative Cloud to make revisions, and generally helping the designers to design, present, and prepare projects. Projects include print materials, digital design, in-gallery graphics and signage along with a variety of other hands-on activities.

**Intern Tasks:**

- Design print and online materials; participate in idea-generation sessions; make corrections and edit files; assist the designers in their tasks.
- 12 week time commitment; minimum of 20 hours per week up to 40 hours per week, schedule flexible within M–F, 9 am–5 pm office hours. Desired start date: as soon as possible

**Qualifications:**

- Must have basic graphic design skills in print materials with some knowledge of digital design. Must be confident in Adobe Creative Cloud.
- Ability to work with staff and volunteers in a professional manner on a variety of tasks.
- Ability to communicate effectively to staff, volunteers, and public.
- Basic filing, typing, and computer skills.
- Ability to ask for help and accept supervision and evaluation of your work.
- Abide by the Standards for Museum Volunteers/Interns as outlined in the Volunteer/Intern Packet.

**Physical Requirements:**

- Manual dexterity.
- Ability to lift up to 20 pounds

**Education:**

- Working towards completing an AA, BA, or some form of higher education in any discipline.

**APPLICATION PROCESS:**

Submit via mail or email

- SAM Internship Application (available at <http://www.seattleartmuseum.org/about-sam/careers#int>)
- Cover letter
- Resume
- Two letters of recommendation

Mail: Internship Coordinator  
Seattle Art Museum  
1300 First Avenue  
Seattle WA 98101-2003

Email: [internships@seattleartmuseum.org](mailto:internships@seattleartmuseum.org)