**09/10 Internship and Work-study Program**

The University Musical Society (UMS) is a leading multi-disciplinary performing arts presenting organization. While proudly affiliated with the University of Michigan, UMS is a separate non-profit organization that supports itself through ticket sales, individual and corporate contributions, foundation and government grants, endowment income, and proceeds from benefit events. UMS offers approximately 70 performances (September through May) each season by top-ranking international artists including symphony orchestras, dance and theater companies, and a wide array of chamber music ensembles, solo recitalists, jazz artists, world music artists, opera, choral groups, and special attractions performed in several diverse University and community venues.

This internship provides experience to students who have an interest in the related fields of arts administration. All interns, whether unpaid or paid as a part of the government work-study program, make a commitment to work an average of ten hours per week. Interns will receive valuable experience and contacts in many fields of the performing arts, and tickets to most UMS performances.

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**JOB TITLE:** Graphic Design Intern/Work-Study Student  
**DEPARTMENT:** Marketing & Communications  
**REPORTS TO:** Marketing & Public Relations Manager/Community Relations Manager/Education Manager

**SUMMARY DESCRIPTION:** Provide graphic design support to the Marketing & Communications and Education Departments.

**REQUIRED HOURS:** 10-15 hours per week during normal business hours (9am-6pm). Please submit resume with related job/educational experience to umsinternships@umich.edu (work-study only).

**PRIMARY DUTIES:**

**Photo Management**
Scan and file electronically all hard copy images including but not limited to press and event photos  
Prepare electronic image files for use on press area of the website and e-mail programs

**Graphic Design**
Design promotional materials for education events in a look consistent with other UMS marketing materials (including but not limited to flyers, envelope stuffers, and postcards)  
Design promotional materials for on-campus student promotions  
Periodic updates of education event photo document

**Other**
Assist Marketing and Education Department with distribution of promotional materials  
Assist Carver building departments with other photo and/or design projects as needed

**Specific Qualifications:**
- Excellent verbal/written communication skills
- Excellent attention to detail and excellent proofreading skills
- Required computer skills: working knowledge of internet, InDesign, Photoshop, and Acrobat Reader. Quick to learn new software programs.
• Ability to take initiative and work independently
• Ability to work in deadline-sensitive environment
• Provide a design sample at the in-person interview

**Desired Qualifications:**
• Have an interest in the performing arts and/or arts administration and its related fields
• Valid drivers’ license preferred
• Pursuit of college degree in art and design, business, communications, English, or area of fine arts preferred.