

# Job Description for River Cities' Reader GRAPHIC INTERNSHIPS

## Goals:

- To gain hands on work experience in graphics and design for the newspaper and advertising industry
- Build portfolio pieces
- Add a fresh look to the newspaper through ad design and cover layouts

## Job Description:

- To work with the graphic/sales/editorial departments in creating/modifying ads and laying out copy. Working in Illustrator to create ads, Photoshop to enhance photos, InDesign to lay out stories. Assist in creation of covers and various promotional material. Must be able to follow directions, work in a timely manner and independently. Most of all, be creative.

## Duties:

### InDesign

- Laying out copy in InDesign: Glances, Music News, Movies, etc.
- Follow established standards - ensure proper headline, subheader, caption, byline
- File management, locating files, saving files in right area
- Meet established deadlines and facilitate proofing

### Illustrator

- Preparing ads for production - B&W and CMYK
- Knowledge of designing with type
- File management, locating files, saving files in right area
- Able to work independently to update ads
- Opportunities to collaborate and create cover
- Meet established deadlines and facilitate proofing

### Photoshop

- Photo manipulation
- Troubleshoot color and resolution issues
- Scanning
- File management
- Meet established deadlines

## Qualifications:

- Understanding of working with text
- Knowledge of working in Illustrator
- Knowledge of working in Photoshop
- Ability to work in a PC based environment/or learn to
- Design skills including typography
- Knowledge of or the ability to develop time saving tips, techniques, etc.
- Able to meet deadlines
- Attention to detail

## Terms:

- Unpaid - for college credit/work experience/portfolio building
- Minimum three months
- Minimum 15 hours per week
- Flexible hours with both intern's and newspaper's needs