

**GRAPHICS INTERN**



**REPORTS TO:** Manager of Marketing and Development

**SEASONAL OR NON-SEASONAL:** Seasonal

**FLSA Status:** Part-Time, unpaid

**POSITION SUMMARY:**

To assist the Zoo in accomplishing its mission to connect, inspire and conserve by assisting the department in maintaining graphics on Zoo grounds while adhering to the Zoo’s brand consistency.

**POSITION REQUIREMENTS:**

- Junior or Senior majoring in art, graphic design or a related field.
- Demonstrate knowledge of graphic design.
- Possesses a strong portfolio of either graphic design or fine arts.
- Must work well independently and have solid time management skills to complete tasks.
- Demonstrates willingness and desire to be a supportive team member.
- Experience using a wide variety of design and software tools.
- Valid Driver License.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Assisting with developing, creating and maintaining on-grounds graphics and publications.
- Using creative skills to hand-paint signs, spray paint signs and maintain graphics signs primarily in Africa’s huts and other areas around the Zoo.
- Monitoring outdated signs throughout the Zoo (removing old flyers, cleaning signs as needed).
- Organizing the Graphics Barn as needed.
- Organizing the Zoo’s photo library for signage creation.
- Communicating with co-workers, staff, volunteers and guests through verbal and technology-based systems.
- Relating positively with diverse groups of people (guests, staff and volunteers).

**OTHER DUTIES AND RESPONSIBILITIES:**

- Complying with all Binder Park Zoo policies and procedures.
- Participating in team oriented zoo projects as needed.

**SUPERVISORY RESPONSIBILITIES:** N/A

**PHYSICAL AND ENVIRONMENTAL DEMANDS:**

- Ability to work outdoors, off trail on various terrains in all weather conditions.
- Ability to climb and stand on various types of ladders under general supervision.
- Ability to use various tools (drills, saws, hammers) unsupervised to remove outdated graphic signs.
- Able to occasionally work weekends, evenings and holidays as needed.
- Ability to read, speak, and write English in order to fulfill job functions in an understandable way.
- Ability to sit, stand, bend, lift and move intermittently throughout the day.
- Ability to lift and carry 50 pounds at times, not repetitively.
- Ability to drive motor vehicles such as a golf cart.

**APPROVAL:**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**STATEMENT OF UNDERSTANDING AND ACCEPTANCE:**

I have received a copy of the job description for Graphics Intern. I have read the requirements as outlined and understand this is not an exhaustive list of duties, but an overview of the general duties and responsibilities of the position.

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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