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- Monitoring outdated signs throughout the Zoo (removing old flyers, cleaning signs as needed).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- Ability to use various tools (drills, saws, hammers) unsupervised to remove outdated graphic signs.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

Binder Park Zoo offers employment opportunities, education programs, and services without regard to race, color, religion, national origin, disability, age, height, weight, marital status, gender, sexual orientation, or gender identity.

Revised: 09 / 2016