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GIRVIN, INC.

INTERNSHIP EXPERIENCE OUTLINE

PAID DESIGN INTERN

OVERVIEW: The GIRVIN Paid Design Internship Program is a learning opportunity for motivated, talented designers who are in their final years of school or who may have graduated and are looking for valuable design internship experience before beginning their career. The GIRVIN paid design internship program lasts for three months and the hours during the internship are full time (40 hours per week). Design interns will work closely under the supervision of one GIRVIN employee, with added potential opportunity to work with a variety of senior talent, in a wide array of disciplines. A design education (either just completed or currently underway) and a portfolio of work (either work or school related) is required upon interviewing.

DESIGN EXPERIENCE & TECHNICAL SKILLS the intern should have before applying:

- Design capabilities and interest must include one or more of the following disciplines: packaging; collateral systems; business papers; corporate identities; tradeshow exhibits; environmental design such as signage and exhibits; web sites and promotional materials.
- Knowledge of InDesign, Illustrator and Photoshop software programs.

EXPERIENCES / EXPOSURES WHILE WORKING AT GIRVIN:

- Observe and learn to provide hands-on support to the design/production process.
- Observe and learn to provide hands-on support to designers and/or project leaders in preparation for client kickoff meetings.
- Observe and learn to support in the management of a variety of projects.
- Observe and learn to support efficient project execution and completion.
- Observe and learn to support the preparation of designed business marketing materials.
- Gain awareness of project schedules and deadlines.

People interested in applying for this program should email hr@girvin.com with a letter of interest and a .pdf with examples of work or a link to their portfolio.

This is not an employment contract; work experiences outlined above may change due to the nature of our evolving business environment