

Job Title	Graphic Design Internship at Designcore
Location	3 Charnwood Street, Derby, DE1 2GT.
Responsible to	Artistic Director
Pay	£19000 FTE (Part time 21 hrs)
About Designcore:	Designcore is a non-profit ethical social enterprise that provides high-quality design services for the benefit of local communities. They endeavour to actively support and manage young talent by offering a platform of practice and opportunities for personal and career development. It gives skilled individuals, who may not currently be in employment, education or training to build their professional portfolio. http://designcore.org.uk/
General Work Duties	<p>Job role/ responsibilities/ Key tasks:</p> <ul style="list-style-type: none"> • Preparing, planning and project managing the publication of all publicity material to maximize Artcore programme promotion. • Liaising with clients to develop design briefs for print media, branding, and logos etc. • Using a wide-range of media, including photography • Proof reading and preparing designs to send to print • Thinking creatively to produce new ideas – contributing ideas and artwork to overall briefs • Supporting other designers in their work • Report and work with directors to identify key projects, upcoming tasks and their priorities. • To assist the directors with the marketing and co-ordination of projects including liaising with project partners and internal staff. • To effectively and efficiently assist the directors with administrative tasks relating to art/ design and learning programmes. These include liaising with organisations/persons via meetings, telephone, and responding to email and phone queries, preparation and distribution of event schedules. • Manage social media; Mailchimp • Manage client records <p>Qualification and Experience:</p> <ul style="list-style-type: none"> • Experience of working in a creative environment • Excellent graphic design and visual design skills • Hands on experience of dealing with client requirements and managing deadlines • The opportunity to contribute to the growth of a small organisation and to be an integral part of its future success • Awareness of the latest trends in web design • Confident use of a wide-range of media (desirable)