

Graphic Design Intern - Valley Signs LLC.

Supervisor:	Lead Graphic Designer
Location:	Sign Solutions Front Shop
Terms:	Part Time (up to 30 hrs/week), contracted position
Compensation Package:	Wage Range: \$15.00 - \$18.00 / hr DOE Optional Supplemental Insurance through Global Life

Credit towards degree program (if allowed by academic program)

About Sign Solutions:

Sign Solutions Bozeman is the public facing operation of Valley Signs LLC. Sign Solutions strives to exceed the signage expectations of customers in and around Southwest Montana through high quality products and a superior customer relation experience. Sign Solutions works towards fostering the existing collaborative and creative culture of the organization.

Role Summary:

The Graphic Designer Intern's primary role is facilitating the movement of projects from intake to production. As a result, the Graphic Design Intern must take customer input, convert that into a proof, and then prepare the file for printing. The Graphic Design Intern is responsible for creating accurate and comprehensive designs and proofs for both the Customer and for the Production Team. This position reports to the Lead Graphic Designer.

KSA Requirements (Knowledge, Skills, and Abilities):

- Strong communication skills
- Problem Solving & Critical Thinking
- Effective time management
- High motivation/ strong work Ethic
- Proficiency in Adobe Illustrator
- Strong customer relationship skills
- Able to handle dynamic work load

Minimum Requirements:

Progress towards a Bachelor's Degree or equivalent in a relevant Design Industry program

Valid Montana Driver's License

Preferred Qualifications:

Basic understanding of large-scale printing and laminating

Additional Requirements:

Ability to move and carry at least 50 pounds

Ability to sit for prolonged periods of time while using the computer

Willingness to learn

Responsibilities:

Input new orders into system promptly and accurately

Design, proof, and print projects

Laminate and chunk project materials

Sign Permitting

Prepare all project materials and working files for Production Phase

Adhering to file naming convention

Communicate with customers, vendors, and co-workers

Assisting with maintenance of Print Shop Equipment

Table work as assigned

Conduct Site Surveys as assigned

Vinyl Graphic installation as assigned

Other duties as assigned