



## Graphic Design Work-Study/Intern

The University Musical Society (UMS) has been bringing the world's leading music, theater, and dance companies to Ann Arbor for the last 140+ years. We're looking for a Graphic Design Work-Study/Intern Student to join the UMS Marketing Team for our 143rd season, September 2021 - April 2022.

UMS offers performances each season by top-ranking international artists including symphony orchestras, dance and theater companies, and a wide array of chamber music ensembles, solo recitalists, jazz artists, world music artists, opera, and choral groups. UMS events are held in Hill Auditorium, Power Center, Rackham Auditorium, Lydia Mendelssohn Theater, and other venues around town. For more info about UMS, visit [ums.org](http://ums.org)

This opportunity will provide one student with a personal introduction to Phire Group (one of Ann Arbor's largest design firms), high-level responsibility, and portfolio-worthy design pieces. In addition to gaining valuable "real-world" experience working as an integral member of the UMS Marketing Team, the Graphic Design Work-Study/Intern will also get complimentary tickets to most UMS performances.

**To apply, please forward your combined cover letter, resume, and a link to a design portfolio to [srosew@umich.edu](mailto:srosew@umich.edu).**

**JOB TITLE:** Graphic Design Intern/Work-Study Student  
**DEPARTMENT:** Marketing & Communications  
**REPORTS TO:** Marketing & Media Relations Manager

### **SUMMARY DESCRIPTION:**

The Graphic Design Work-Study/Intern will be responsible for designing approximately 10-15 brand-compliant projects per month for the UMS Marketing Team. These projects will range from paid print advertisements to posters and event signage. It is imperative that the UMS Graphic Design Work-Study/Intern is highly proficient with InDesign, Photoshop, and Acrobat and is able to work independently while adhering to UMS style guidelines to maintain a unified brand identity.

**Candidates must provide work samples at interview.**

**REQUIRED HOURS:** 10-15 hours per week. Position can be completed remotely, though some access during regular business hours may be necessary to respond to edits and meet deadlines.

**PRIMARY DUTIES:**

Create and ensure on-time delivery of accurate, brand compliant final artwork for the following:

- Paid Advertisements (both print and digital)
- Promotional Posters
- Flyers
- Signage (directional, event/activity specific)

**COMPENSATION:**

Work-Study or commensurate stipend.

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**Specific Qualifications:**

- Required computer skills: high-level proficiency with InDesign, Photoshop, and Acrobat Reader.
- Excellent verbal/written communication skills.
- Excellent attention to detail and excellent proofreading skills.
- Ability to prioritize effectively in a deadline-sensitive environment.

**Desired Qualifications:**

- Demonstrated past experience in a design-related position (formal or informal)
- Pursuit of college degree in art and design preferred
- Have an interest in the performing arts/culture