

**Position: Design Intern**

**Reports to: Director**

**Availability & Time Commitment:** 10-12 hours per week; Six-month minimum commitment preferred. Flexible schedule with ability to work remotely, but must be able to work some hours in the gallery during business hours. Will be required to attend events.

Interns will receive a \$125 stipend per month. Applicants seeking college credit are responsible for submitting necessary information to Open Satellite.

**Description**

Open Satellite is looking for an intern to provide support in designing materials for its visual art exhibitions, special programs, and new initiatives. This position will have an emphasis on designing print and electronic materials for events and brand identities for new initiatives.

Open Satellite is a contemporary art gallery and artist residency program serving the Seattle metropolitan area. The program provides an opportunity for emerging and mid-career artists from outside the region to work for an extended period to create large-scale artwork in any medium. Exhibitions are staged four times annually with every fifth show focused on architecture as a critical position.

Founded in 2007, Open Satellite is committed to providing a forum for contemporary art, design, architecture and performing arts—collaborating with local artists, educators and community groups to stage ongoing public programs that support the core residency program.

**Duties/Responsibilities**

- Provide art and design support for the organization
- Design periodic e-newsletters and fliers
- Design marketing materials for new public programs
- Assist in creating signage for exhibitions
- Assist with web maintenance
- Assist with design requirements for artist editions
- Research price estimates for projects
- Assist with documenting artist residencies and events
- Assist with media inquiries and request
- Other related activities on an as needed basis

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**Minimum Qualifications and Qualities**

- Skilled at Adobe CS: specifically In-Design, Photoshop, Illustrator
- Versed in both print and online design
- Passion for seeing an idea through from concept to final product
- Able to take feedback and constructive criticism well
- Responsible self-starter who can work independently
- Task- and detailed-oriented
- Creativity, resourcefulness and innovative approaches to problem solving is second nature
- Above-average, bordering on exceptional, organizational skills
- Must be excited and familiar with using social media
- Must be familiar with MS office programs and data entry

**Desired Qualifications**

- Basic web HTML coding a plus
- Be a resident expert in what's cool
- Have a good sense of humor
- Personal laptop available a plus
- Strong curiosity and interest in contemporary art
- Candidates with a course of study in graphic design and visual communications or related majors preferred

**To Apply**

Please email examples of your work (PDFs, Jpegs, or a URL to an online portfolio) and a letter of interest along with your resume to [yoko@opensatellite.org](mailto:yoko@opensatellite.org). Application period is open until position is filled.

Open Satellite is located in downtown Bellevue. Free on site parking is available. Public transportation to the gallery is available, easy, and runs frequently.