

# **JOB** OPENING

## PEORIA PLAYHOUSE CHILDREN'S MUSEUM

# **GRAPHIC DESIGN INTERN**

POSITION: PART TIME / FALL 2020 / 10-15 HOURS PER WEEK

### **RESPONSIBILITIES**

- Create graphics and promotional pieces for PlayHouse and Park District programs.
- Create graphics for Be Anything, an annual fundraiser at the Peoria Park District (virtual in 2020).
- Work with the marketing team to create, analyze and improve social media and web-based marketing efforts.
- Attend PlayHouse staff and marketing meetings (by Zoom).
- Be an active member of a small but highly engaged and collaborative team.
- Other duties as assigned.

### **SUCCESSFUL CANDIDATES WILL HAVE**

- Excellent communication skills, both visual and verbal.
- Coursework and experience in graphic design.
- Knowledge of Adobe design software (InDesign, Photoshop, etc).
- Interest in the work of children's museums / community non-profits. Previous museum experience is not required.
- All intern placements are contingent upon the successful completion of screening requirements including a background check. Please be sure to fill out application in addition to sending resume and cover letter.

### **OTHER**

- The Peoria PlayHouse Children's Museum is a children's museum located in Glen Oak Park. The PlayHouse offers 8,000 square feet of exhibit space with hands-on, interactive exhibits which showcase the industry, culture, and natural environment of Peoria and Central Illinois. In addition to permanent exhibits, the PlayHouse also offers a number of workshops and programs for families, kids and adults.
- Successful interns are innovative thinkers, leaders, are outgoing, possess a commitment to diversity, and have excellent customer service in support of PlayHouse goals.
- The PlayHouse will be closed to the public during Summer 2020. While most of the work can be done virtually, the Intern may be asked to physically be at the PlayHouse as often as one day per week.
- Internship dates and hours: Mid-August – mid December (flexible). Interns during the school year are expected to work 10 – 15 hours per week.
- To apply for an internship: Please complete the Intern Application Form located at: <https://forms.peoriaparks.org/peoria-playhouse-internship-application/>
- While internships are unpaid, the Park District will work with your school to allow for credits where available.
- Please contact Rebecca Shulman, Director at [rshulman@peoriaparks.org](mailto:rshulman@peoriaparks.org) with additional questions.

