

JOB OPENING

PEORIA PLAYHOUSE CHILDREN'S MUSEUM

GRAPHIC DESIGN INTERN

POSITION: PART TIME / SPRING 2021 / 10-15 HOURS PER WEEK

RESPONSIBILITIES

- Create graphics and promotional pieces for PlayHouse and Park District programs.
- 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.
- Internship dates and hours: January - Mid-May (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 rsulman@peoriaparks.org with additional questions.

