



**EICKHOF**®

## **CREATIVE / GRAPHIC DESIGN INTERN**

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### **Job Brief:**

We're looking for a creative / graphic design intern to work with our Minneapolis Creative & Marketing team. The position would include editing photos for web and print materials, working to develop and maintain our catalog library including creating layouts, checking for consistency, updating copyrights, adding in / replacing photos, organizing our digital library on Issuu ect., assisting with social media management such as creating weekly posts, assisting with digital marketing, such as Mailchimp campaigns and website content management.

### **Responsibilities**

- Assist with photo editing & organization
- Assist with maintaining our catalog library
- Manage social media accounts and work with the team to develop posts
- Assist with digital projects such as website content & email campaigns

### **Requirements**

- Experience with Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Experience with typographic layout & design
- Strong organizational skills
- Experience with Mailchimp / Typeform would be a plus
- Understanding of basic architectural / construction terminology would be helpful but not a requirement.

### **Scheduling**

- This would be a part time position with the potential to grow into full time.
- Compensation & starting hours will be based on experience & skills.

To apply please send a cover letter and resume to [stephen@eickhofcolumbaria.com](mailto:stephen@eickhofcolumbaria.com)

### **EICKHOF COLUMBARIA**

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