



Intern, Graphic Design

Job Description

Do you love Chicago and want to help make it the best place to live, work and play? Are you looking for an internship to develop your skills AND provide you with important and valuable connections?

The Chicagoland Chamber of Commerce, with 1,000 members, is the region's most dynamic and effective business-for-business member organization. We drive public policy, programs, and communications as well as focus on delivering value for our members. As a Chicagoland Chamber of Commerce intern, you are exposed to Chicago's top businesses and leaders and gain valuable experience.

Position Summary:

This role will work closely with the Director of Marketing and VP of Communications to create print and digital materials that support events, campaigns, programs, and member news. Interns in this role will learn to meet daily, weekly, and long-term deadlines in a fast-paced environment. A graphic design internship at the Chamber primes you for future in-house work at other companies or with advertising agencies. You will leave the experience with a portfolio of polished work.

Duties and Responsibilities:

- Utilize templates and create designs for all marketing collateral including, but not limited to, flyers, email and social media images, website graphics, and signage
- Support the Programs department by developing program books/handouts to spotlight members and speakers, and slideshows for use at events
- Collaborate on all design aspects for four Signature Events each year (Exchange, Annual Meeting, Golf Outing, and Burnham Award Dinner)
- Assist at Chamber events taking photographs, then uploading and curating online albums
- General office support as needed. Includes printing, answering phones, meeting set up, etc.

Qualifications:

- Comfort working in Adobe Creative Suite, including Photoshop, InDesign, and Illustrator
- Prior experience creating graphics and a solid grasp of design concepts
- Enthusiasm for the design process and attentiveness to different project goals
- Ability to multi-task and produce high-quality work under tight deadlines
- Flexible work schedule and availability to attend Chamber events outside of normal (9-5) business hours when possible
- Self-starter, able to work independently
- Passion for the Chamber's mission and our Chicago communities

This is a paid internship (\$15/hour) with a minimum of 15 hours per week for up to 6 months. We also will comply with whatever reports or forms your academic program requires for school credit and you will leave with a portfolio of work.

To Apply:

Send your resume and cover letter to info@chicagolandchamber.org with the Position title in the Subject line.

Here's what to expect from a past Chamber intern:

"I really enjoyed working in the fast-paced and dynamic environment at the Chamber. I was given a lot of autonomy and communicated directly with members to ensure they got the visibility they wanted with our programs and I helped them meet their goals. Everyone is friendly and there is a lot of collaboration across departments."

– Celeste Shea 2019 Spring/Summer Programs Intern