



WEB & DESIGN INTERNSHIP RESPONSIBILITIES

ABOUT ART HOUSE DALLAS

Art House Dallas provides artist care, community, and development for all individuals seeking to lead creative lives so that they might be a force of good in their immediate and greater communities. Central to our mission of Cultivating Creativity for the Common Good, Art House Dallas believes in the power of creativity to form a more thoughtful, compassionate, and united Dallas. We accomplish our mission by fostering community amongst individuals, believing that their rich artistic expression will serve to bring a greater sense of community to our city. Our programming reaches individuals across many genres of the arts including: music, literary composition, visual art, design, and more.

DESCRIPTION

The ideal candidate should be currently enrolled in college studying design, media, advertising or any other related degree. The individual should be well-organized, hard-working, self-sufficient, extremely reliable, and want to work in an open creative environment. The Art House Dallas intern should have a good eye for design and a working knowledge of Photoshop and Illustrator. Responsibilities will include updating the Art House Dallas website, social media, simple art direction, editing images, working on newsletters, designing ad layouts and other basic art-related tasks.

QUALIFICATIONS

- Ability to multitask
- Interest in creativity and the arts
- Proficient in Photoshop and HTML
- Social media knowledge (Facebook, Twitter)
- Knowledge of Squarespace preferred
- Proficient in Microsoft Office (Word, Excel, Outlook)
- Must be able to interact with people of all levels within and outside the company with poise and professionalism
- Exceptional communication skills and strong writing skills required

AVAILABILITY

Interns are expected to work 2-3 days per week with flexibility. Some travel required as well as event attendance expected.

COMPENSATION & START DATE

College credit. This is a non-paid internship. Fall, Spring, and Summer internships are available.



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APPLICATION PROCESS

Please submit a resume and cover letter to info@arthousedallas.com

REQUIREMENTS

- Make daily and weekly to-do list
- Attendance required for all Art House Events
- Update and manage personal AHD calendar
- Maintain office dress: casual to business casual
- Read all books and essays assigned by specific due date
- Attend weekly staff devotion & prayer meeting
- Proficient in Photoshop
- Assist Art House Dallas team on various projects (as needed)

ONLINE PRESENCE

- o Website maintenance (always current website)
- o Working knowledge of Squarespace or other web platform
- o Updating promotional graphics
- o Having knowledge of HTML and CSS
- o Creating “past events” galleries of pictures
- o Uploading media to website

PHOTOGRAPHY & GRAPHICS

- o Choose and categorize photos for albums for each AHD event
- o Edit raw photos from events for website or Facebook page
- o Create graphics for promotional/advertising needs on the website and as well as printed materials
- o Graphics and Photos could include: flyers, headers, logos, icons, advertisements, promotional graphics
- o Designing ad layouts and other basic art-related tasks

ADMIN

- o Manage all email correspondence from web@arthousedallas.com
- o Maintain google doc files associated with various tasks.