

**JOB TITLE**

Graphic Design Intern

DIRECT REPORT

Adam Briggs

COMPANY

Encompass Advertising and Marketing

DATE

ASAP

Encompass Advertising and Marketing seeks a Graphic Design Intern to assist the Art Director. This internship will give the intern valuable real-world experience in print, collateral, direct marketing, point-of-purchase design and more.

The intern will work up to 20 hours per week during the Winter 2008 quarter/semester, for a minimum of 200 hours. We are extremely flexible when it comes to a student's work and class schedule. The intern must be organized and detail-oriented, possess strong typography and layout skills, and be a graphic design major with a GPA of at least 3.0. Proficiency in Quark, Illustrator and Photoshop in a Mac environment is required. Some knowledge of HTML is preferred, but is not mandatory. The intern is considered an integral part of the organization, and as such, their ideas and input will be valued.

SECTION I: RESPONSIBILITY**Specific Duties:**

- Assist the Art Director in producing various Tundra marketing items for Toyota's online one-stop-shop retail center
- Assist in designing print advertisements, direct marketing, point-of-sale items and more for various clients, including, but not limited to Toyota, Lexus and Nissan
- Assist in designing internal marketing elements for Encompass
- Attend meetings as necessary with the team
- Assist in brainstorming concepts for upcoming projects
- Other duties as assigned

SECTION II: KNOWLEDGE/SKILLS

- Quark, Photoshop and Illustrator on a Mac platform
- Ability to manage multiple projects at once
- Ability to meet tight deadlines
- Detailed oriented and highly organized

SECTION III: DESIRED START DATE

ASAP

SECTION IV: COMPENSATION

Credit Hours as Determined by School

SECTION V: HOURS

20 per week (schedule is flexible)

To be considered, please mail your resume, along with three design samples to:

Scott Hurt
Encompass Advertising and Marketing
1141 South 7th Street, St. Louis, MO 63104

Or email resume and three design samples in jpeg (800 x 600 pixel) or PDF format to:
scott.hurt@encompassadvertising.com