

## Internship Opportunity, Graphic Design Job Title: Production Manager or Junior Art Director

Northwest Strategies is seeking a proactive and detail-oriented intern to join our team as a production manager or junior art director. This entry-level position is responsible for supporting the art department and ensuring all projects are completed on time. In addition, this position will have access to associate, senior and creative director to shadow and support with graphic design and production work. Interested applicants must be able to work with InDesign, Photoshop, Adobe Creative Suite and other design software programs, prioritize and juggle multiple projects and deadlines, and pay close attention to detail. Applicants must be results-oriented and be interested in graphic design, fine art, digital illustration and/or other related field.

### Responsibilities

- Collaborate with traffic manager to ensure projects are assigned and kept moving
- Perform general production work including formatting, photo editing and processing, and resizing existing work.
- Work collaboratively with creative director, other art directors/designers, and client services
- Evaluate project needs, manage projects and timelines and maintain communication
- Adhere to brand standards and visual identity across projects and deliverables
- Concept and design across all print and digital channels, including but not limited to fully integrated marketing campaigns as well as individual projects to include websites, emails, print collateral, direct mail, social media, multi-media, TV and more.

### Desired Skills and Experience

- Possess an enthusiastic willingness to be involved at all stages of project development, from creating concepts and revisions to releasing final files
- An understanding of creative design and layout
- Strong skills with design software such as InDesign, Photoshop and Illustrator
- Professional, high-integrity, reliable, organized, driven and results oriented
- Proficient in MS Office skills (Word, Excel, and Outlook)
- Proficient on Mac computers

### What to Expect

NWS is an Alaska Native and woman-owned full-service brand marketing agency based in Anchorage. This internship is in-person and hybrid, with three weekdays in the downtown Anchorage office. Interns will gain hands-on experience in graphic design, art direction, production management and assistance, concept development, logo creation, branding and brand identity and client and customer service, among other exciting areas of graphic design and production management.