



Architectural Heritage Center

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Student Internships Graphic Design

The **Architectural Heritage Center** is currently interviewing students for our internship program. We are a Portland based non-profit resource center for historic preservation.

Learning opportunities and possible projects include:

- Responsible for posters/flyers for weekly programs created in INDD
- Create presentation boards for meetings and events
- Photo retouching for web and print media
- Development and Maintenance of a style guide
- Creation of digital newsletter using Constant Contact
- Assist with layout of quarterly newsletters in InDesign
- Design postcards, newsletters, and other graphic materials for programs and special events
- Assist with advertising concepts and layouts
- Assist with maintaining media tracking and advertising notebooks
- General office assistance and projects
- Participate in programs and events

Compensation: This is a **non-paid** internship. Internships can be completed for academic credit. Students seeking professional work experience with no academic credit may also apply.

Work Schedule: Hours are flexible and based on the credit hour requirements of the individual academic program and the schedule of the intern. Work hours and a structured schedule are agreed upon prior to the start of the internship. Internships last between 12 and 20 weeks and interns typically work 14-32 hours per week with some time in the office and some independent work. For this position, candidates must be available for a full business day on either Tuesdays or Wednesdays.

General Requirements: Qualified Candidates will be organized, attentive to detail, have strong written and verbal communication skills, be a creative thinker, and able to work independently and as a team player.

Job Specific Requirements: Graphic Design Interns must have an ability to work in Adobe Photoshop and InDesign. Working knowledge of Microsoft Word, Excel, and PowerPoint is helpful. Ability to scan and retouch images is required. Experience with Constant Contact is helpful. Knowledge of social media is important. General strength on the computer is essential.

All interested and qualified students are encouraged to apply.

About The Architectural Heritage Center: Students may learn more about us on our website (www.visitahc.org). Owned and operated by the Bosco-Milligan Foundation, The AHC hosts dozens of programs, workshops, and exhibits each year, helping people APPRECIATE, RESTORE, and MAINTAIN vintage homes, buildings, and neighborhoods. We are also caretakers of one of the largest collections of architectural artifacts in the United States.

To Apply: Resumes and cover letters should be sent to Barbara Pierce via email at barbarap@visitahc.org. Resumes are accepted on an on-going basis. Qualified candidates will be contacted to schedule a telephone interview. Resumes received after current positions are filled will be kept on file for the following term.