

APPENDIX E:

Sample Job Description

Position: Graphic Design Assistant

Location: New York, New York

Term: 12 week Internship

Start: May

About Us: XYZ Company is an international menswear specialty retailer. We are seeking a highly motivated individual to support our Graphic Design team.

The main responsibilities are:

- Assist the design team with image research, file preparations, type and layout exploration
- Collaborate with design team to create and execute layouts and typography for monthly print catalogs
- Help to keep inspiration walls updated and prepped for presentations
- Reach out to copywriters and merchandisers to ensure content for each catalog is correct
- Assist the design team with managing product for stills photography prior to photo shoots
- Stay abreast of latest trends and contribute to conceptual development and planning for future seasons

Personal skills and attributes:

- 1-2 years of experience in retail and graphic design (including internships)
- Creative with a clear understanding of design principles and typography
- Ability to learn quickly and to effectively prioritize workload to meet deadlines
- Excellent organization and strong attention to detail
- Proactive and willing to take the initiative
- Strong collaborative and interpersonal skills