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April 2021

**Position Description**

**JOB TITLE:** *Graphic Design Intern***REPORTS TO:** Graphic Designer

**SUMMARY:** Primarily responsible for assisting the GOEX Graphic Designer with customer art and proof creation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Create and/or manipulate graphics as per request (editing, retouching, color correction, file conversion)
* Ability to develop designs that meet objectives and requirements in fast paced environment.
* Learn pre-press production requirements including proper preparation of files for screen-print.
* Assist with brand and marketing materials as needed.
* Develop a working relationship with sales team.

**QUALIFICATIONS:** 2 years minimum of related educational experience preferred.

* Proficiency in Illustrator, Photoshop, InDesign in a Mac environment.
* Strong understanding of design principles and strong typography skills with an excellent sense for color and graphic prints.
* Demonstrated ability to work in fast-paced, deadline driven environment.
* Desire to gain knowledge of apparel graphic design process: concept development through production.
* Ability to design into different and varying graphic aesthetics.
* Ability to think conceptually with creative vision.
* Good use of clip-art and custom mascots, color schemes and color combinations.
* Must be detail oriented with design, production files, and communication.
* Possess effective communication skills and thrives on working within team-based environment.