



Title: Graphic Design Internship

Status: Part Time, Unpaid

Reports to: Carl Crawford, CEO

Objective: To understand and participate in graphic design for a music label.

1501 Certified Entertainment is seeking someone to join the team as a graphic design intern. This individual will assist with the overall creative needs of the organization, through planning and designing. The graphic design intern will assist in the production of print and digital collateral, e-marketing communications and related materials, internal publications and programs, in addition to social media and web content for 1501 Certified Entertainment.

The internship will provide hands-on experience with the various duties and responsibilities required to execute high-level graphics and visuals.

Responsibilities:

- Assist with the design and production of print and digital collateral including but not limited to newsletters, print ads, display ads, programs, direct mail, etc.
- Assist in the design and production of digital artwork for email communications.
- Assist with design, development, and production of artwork for internal publications in addition to new concepts for upcoming productions and world premieres.
- Assist with digital elements for video projects.
- Assist with website content management.
- Assist with institutional photography.
- Perform other duties as assigned.

Qualifications:

- Proficient in Adobe InDesign, Photoshop, Illustrator; After Effects and/or Premiere strong plus
- Candidates must have strong organizational and time management skills with the ability to complete tasks under minimal supervision in a fast-paced environment.
- Passionate, keen eye for detail, and the ability to multitask.
- Candidates should have the ability to maintain a professional demeanor in the presence of performers, colleagues, VIPs and local media.
- College degree or active progress towards a degree related to design.
- Creative and innovative thinking required; interest in the hip-hop industry a plus.
- Strong verbal and written communication skills.
- A self-starter with a strong desire to learn.
- **Familiarity with Mac required**

Compensation:

Internships for 1501 Certified Entertainment are unpaid, but offer a great deal of hands on experience. College credit is available, upon request and school approval. Interns will gain and/or improve upon his or her:

- Basic layout and composition skills
- Understanding of the graphic design role for a music label
- General computer, design, and organizational skills
- Gain hands on experience with the design and production of print and digital collateral
- Ability to work in a fast-paced, mission driven organization

About the Organization:

1501 Certified Entertainment is a record label, based in Houston, TX, founded by Carl Crawford. Crawford started 1501 Certified Entertainment with the intention to give undiscovered and underprivileged artist an opportunity to grow and shine.

1501 Certified Entertainment is an Equal Opportunity Employer. Internships are considered without regard to race, color, sex, creed, religion, national origin, sexual preference, age, and non-job related disability.

Application Materials:

- Cover letter
- Resume

Please submit your cover letter and a copy of your resume to **internship.opportunity@1501ent.com**, along with your availability.