



**Merit School of Music  
Chicago, Illinois**

**Part-time Position Announcement:**

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## **Marketing & Graphic Design Intern**

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### **Description**

Merit School of Music is seeking a part-time Marketing & Graphic Design Intern. This position will support Merit's Marketing department, including assisting with graphic design, communications, and other administrative needs. The ideal candidate is interested in the nonprofit sector.

### **Organization Overview**

Since its founding in 1979, Merit School of Music has successfully motivated and inspired over 50,000 young people with high-quality music instruction. The School's broad-ranging comprehensive curriculum, extensive level of financial aid, sense of community and the standard of excellence set forth by the faculty and students are major components of its success.

Merit offers a multi-leveled, structured curriculum in a college preparatory environment. Programs take place at the Joy Faith Knapp Music Center in Chicago's West Loop and at nearly 30 locations in neighborhoods across the City. Instruction is offered to approximately 5,000 students of all ages, from infants to adults, and from beginners to the Juilliard-bound by over 150 accomplished faculty members. Merit has an annual operating budget of \$6 million, of which nearly half is supported by contributed revenue.

#### Mission

Merit School of Music transforms the lives of Chicago-area youth by providing the highest quality music education – with a focus on underserved communities – inspiring young people to achieve their full musical and personal potential.

### **Reporting Relationship**

The **Marketing & Graphic Design Intern** reports to Merit's **Director of Marketing & Communications**.

## Job Responsibilities

Responsibilities of the **Marketing & Graphic Design Intern** include, but are not limited to:

- Support the Marketing team in daily administrative tasks
- Assist in designing Merit's print and digital collateral
- Assist in marketing and advertising promotional activities (e.g. social media, direct mail, email, and website)
- Perform audits of marketing content and digital presence
- Research and analyze competitive landscape
- Other projects and/or Merit events as assigned

## Personal Skills/Attributes/Qualifications

The ideal candidate would possess the following qualifications:

- Experience in graphic design, preferably knowledge of Adobe Creative Suite
- Strong Interest in learning about arts administration and/or music education
- Proactive/problem-solving outlook; attention to detail
- Strong communication skills for working with a wide variety of people (staff, highly diverse parent/student body, board members, general public)
- A collaborative, team-oriented mindset

## Educational Requirements

- Current high school student or recent high School graduate

## Schedule

20 hours per week for 8 weeks, June 19, 2019 – August 15, 2019

## Compensation

\$13/hr

## How to Apply

Interested candidates should email résumé and statement of interest with the subject line "Marketing & Graphic Design Intern" to: [hr@meritmusic.org](mailto:hr@meritmusic.org)

*No phone calls or faxes please.*

For more information about Merit School of Music, please visit [www.meritmusic.org](http://www.meritmusic.org).

**Merit School of Music is committed to enhancing the diversity of our musical community, recognizing that by providing a diverse, equitable, and inclusive learning environment for our students, we are preparing them for personal and professional success in an increasingly multicultural and global society. The Merit community recognizes that it has a responsibility for creating and sustaining a learning environment where difference is valued, and where equity and inclusion are practiced.**

*Merit School of Music encourages individuals from underrepresented populations to apply.*

*Merit School of Music does not discriminate on the basis of race, creed, color, religious belief, gender, sexual orientation, age, national origin, ancestry, veteran status, physical or mental disability or any other protected status in admission or access to, or employment in its programs and activities.*