



MICHAEL J. BOBBITT  
artistic director

MOSESIAN CENTER FOR THE ARTS  
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ADMINISTRATIVE OFFICE  
400 Talcott Avenue  
Building 131, Third Floor  
Watertown, MA 02472  
617-923-7060 BUSINESS  
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## New Repertory Theatre Graphic Design Intern

**Position:** Graphic Design Intern

**Position Status:** Part-Time Internship

**Reports to:** Communications Director

**Updated:** November 9, 2020

**Anti-Racism/Diversity Statement:** New Repertory Theatre will create internal organizational systems, processes, structures and cultures that encourage any person to engage with us. In creating an equitable culture, we actively seek diversity, inclusivity and accessibility because we want the stories of all people to be reflected in the stories we tell in our productions.

**New Rep has defined the following as our organizational culture benchmarks:**

- Relaxed
- Fun/Humorous
- Productive/Hardworking
- Collaborative/Supportive/Team Player
- Health/Wellness
- Communicative/Transparent
- Entrepreneurial/Growth/Innovation
- Thrifty/Not Cheap

### **Job Description:**

The Graphic Design Intern is part of the Marketing and Patron Services Team, and supports all of New Rep's endeavors in external communications. This part-time position is for college credit only and requires approximately 15 hours/week, but can be adjusted to accommodate the requirements of your academic program.

The Graphic Design Intern will report to the Communications Director and will work closely with the Marketing Associate and Development team.

The Graphic Design Intern may choose to work remotely or on site, as long as it is safe for us to return to the office.

**The broad responsibilities and duties of the Graphic Design Intern include:**

- **Design for Digital Communications/Collateral**  
Design digital artwork needed for the website, eblasts, social media, and paid advertising campaigns in accordance to New Rep's style guide and the instructions of the Communications Director.



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- **Design for Physical Mailings/Collateral**

Create mail merges as needed, including Development appeal letters and other in-house mailings. Provide design support for printed materials including, postcards, letters, and any corporate communications.

- **Playbill Creation**

Design and execute the creation and printing of Playbills and covers for each individual production, Gala, and event. This will only be necessary if we return to in-person productions during the Intern's time with the company.

#### **Qualifications:**

- Must be a student in credit-granting graphic design/visual media program
- Junior/Senior undergraduate or graduate student preferred
- Great attention to detail
- Deadline-oriented
- A cooperative attitude and ability to work as part of a team

#### **How to Apply**

Interested applicants should please send a resume, letter of interest, and examples of their work if possible to [jaclyndentino@newrep.org](mailto:jaclyndentino@newrep.org). Review of applicants will begin immediately.