16 TECH COMMUNITY CORPORATION JOB DESCRIPTION

POSITION:	**Graphic Design Intern**
STATUS:	Non-exempt
ORGANIZATION:	16 Tech Community Corporation
REPORTS TO:	Director of Communications, 16 Tech Community Corporation

ORGANIZATION OVERVIEW

The 16 Tech Innovation District is a growing destination for innovation and entrepreneurship. Connected to neighborhoods throughout downtown Indianapolis and intentionally resourced with facilities and programs to foster innovation, 16 Tech is home to 350+ entities employing more than 1,200 people. 16 Tech is projected to grow to more than 2.2M square feet of space and 3,000+ jobs. Led by the nonprofit 16 Tech Community Corporation, 16 Tech seeks team members who are motivated by and embody its values:

- Innovation and entrepreneurship: We believe innovation is vital.
- Personal connection: We believe places bring people together.
- Inclusivity: We believe everyone can be an innovator.
- Collaboration: We believe collaboration is a winning strategy.
- Community: We believe it's important to be good neighbors.

POSITION OVERVIEW

The 16 Tech graphic design intern will play an active role on 16 Tech Community Corporation's brand team, helping bring the district's strategic brand and vision to life through creative visual storytelling and graphic design. This position will support the development of engaging, on-brand visual assets distributed across a variety of platforms, including social media, website, email marketing, digital advertising, print materials and event promotions.

The graphic design intern will:

- Create branded marketing materials, including flyers, signage, presentations, promotional materials and event collateral
- Support the design and production of print and digital assets for 16 Tech programs, events and development
- Assist with creative materials and promotional graphics for the Indy Winter Farmers Market, which runs on Saturdays from November through April

- Collaborate with the brand team to brainstorm and execute creative concepts that align with 16 Tech's brand identity and marketing objectives
- Utilize Adobe Creative Cloud (Photoshop, Illustrator, InDesign or similar) and Canva to create and edit visual assets
- Adapt existing designs for various formats and platforms while maintaining brand consistency
- Assist with organizing and maintaining digital design files, templates and creative assets
- Help support onsite events and various creative projects as needed
- Assist with other marketing and administrative duties as assigned

Applications must include a portfolio of graphic design work demonstrating creativity, technical skills and an understanding of visual communication.

An ideal candidate will demonstrate a strong interest in graphic design, branding and visual storytelling. The candidate will be passionate about creative ideas, eager to develop their design skills and comfortable collaborating with a team. The candidate will be a detail-oriented self-starter who desires to learn, grow and contribute to meaningful creative projects.

QUALIFICATIONS, SKILLS, & ABILITIES

- College junior/senior pursuing a degree in graphic design, visual communications or a related field, or equivalent work experience preferred
- Prior internship or relevant design experience preferred
- Proficiency in Adobe Creative Cloud, particularly Photoshop, Illustrator and InDesign
- Experience with Canva and designing for digital platforms
- Ability to develop creative concepts and translate ideas into engaging visual materials
- Understanding of brand identity and ability to maintain consistency across multiple platforms and projects
- Strong written and verbal communication skills
- High attention to detail and execution
- Maturity to work as part of a small, entrepreneurial team
- Self-driven and goal-oriented, able to work independently and organize tasks, projects and deadlines
- Open to creative feedback and willing to learn, adapt and grow through collaboration

DETAILS

- Hours: 15-20 hours per week
- Compensation: $18/hour
- Employment timeframe: January – April 2027

To apply for this internship, please submit a cover letter, portfolio, and resume at 16 Tech.com.

Applications will be reviewed on a rolling basis.

16 Tech Community Corporation is an equal opportunity employer. We are committed to creating a welcoming and inclusive environment for all employees. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic.

We are committed to providing reasonable accommodations to qualified individuals with disabilities in the application process. If you need assistance or an accommodation due to a disability, please contact us at careers@16tech.com.

Questions about this opportunity? Contact Molly Carlino at MCarlino@16tech.com