

# School of Art, Design & Media (NTU)

Late internship application  
*Updated 8 February 2021*

**Students:** If this is for credited internship, please bring company into the internship programme as a self-source option upon successful placement. If this is for self-enrichment, the school **will not** intervene and the agreement will be strictly between you and the organization. Please read carefully before committing.

## Name of company:

Graceworks Private Limited

GRACEWORKS

## Internship / Freelance work title

Graphic Design Intern

## About the company and no. of intern(s):

Graceworks is a local company with both a consultancy and a publishing arm. We are looking to take on **one** design intern to work in the **publishing** division of the company.

## Relevant website and links:

Website: <https://graceworks.com.sg/>

Facebook page: <https://www.facebook.com/GraceworksSG>

Instagram: <https://www.instagram.com/graceworkssg/>

## Internship job scope and responsibilities description:

As a Graphic Design Intern, you will assist with developing and designing projects for a variety of mediums, including print, digital, web and video. You will also help to shape the visual aspects of books, product campaigns, websites, newsletters and more.

The Graphic Design Intern's primary duties include but are not limited to:

- Planning concepts by studying relevant information and materials.
- Illustrating concepts by designing examples of art arrangement, size, type size and style and submitting them for approval.
- Develop book cover designs, book layouts, logos and other designs using software or by hand.
- Work with copywriters and the creative director to produce final designs.
- Test graphics across various media.
- Ensure final graphics and layouts are visually appealing and on-brand.
- Prepare images to coincide with social and blog posts.
- Creation and updates to various sales collateral.

## Pre-requisite from candidate (if any):

- Knowledge and flair for layout and typography.

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- Experience with Adobe InDesign, Photoshop, and Illustrator.
- Strong creative and analytical skills.
- Compelling portfolio of graphic design work.
- Comfortable working with a Mac user interface.

### **Estimated time frame/period**

10 May – 17 July 2021 (with possible extensions or freelance opportunities thereafter). We also welcome ad-hoc informal arrangements.

### **Allowances**

\$7 per hour, 6 hours a day (10AM – 5PM, 1-hour lunch break), 4 days a week (Tue – Fri).

### **Reporting instructions**

To be discussed at the interview, depending on the prevailing Safe Management Measures at the workplace.

### **Working equipment / softwares**

Students are welcome to use their own laptop and softwares. Alternatively, we will provide them for you.

### **Contact person / email to respond to**

Bernice Lee, Managing Director, [bernice@graceworks.com.sg](mailto:bernice@graceworks.com.sg)

### **Other instructions / comments for applicants**

Please provide a portfolio or sample of past creative works, whether they are illustrations, designs on print or online media.