



for little citizens of the world

**Position:** Graphic Design Intern

**Location:** Potrero Hill, San Francisco, CA

**Tea Collection** ([www.teacollection.com](http://www.teacollection.com)): Work for a fun and fast-paced and growing company. We are a high-end designer selling wholesale children's apparel to specialty stores and upscale department stores. Founded in 2002 and selling to 500+ specialty stores including Barneys New York, Neiman Marcus, Takashimaya, and high-end boutiques. New product launches include other lifestyle categories including bedding, music, and gifts.

**Job Overview:** We are looking for a Graphic Design Intern to support the Marketing Department. This is a great opportunity to be a part of a dynamic, growing creative environment. Get a glimpse of all aspects of the apparel industry, while helping to support and promote the Tea brand through collateral in various media (print, online, environmental, etc). This is an unpaid internship with room for growth depending on level of experience, commitment, and motivation.

**Responsibilities:**

- \* Fulfilling online image requests (requires burning CDs/uploading images via third-party software)
- \* Designing and placing postcard orders with online printers
- \* Organizing file archives/maintaining image library
- \* Scanning and updating press information; organizing and archiving past press material
- \* Layout (using InDesign) of sales materials
- \* Web work depending on skill level/experience (HTML email, site updates, etc.)

**Ideal Candidate Characteristics:**

- \* Graphic design student or recent graduate looking for professional experience
- \* Proficiency in Photoshop, Illustrator, InDesign, Dreamweaver; knowledge of HTML
- \* Proactive, detail-oriented team player
- \* Studio skills: confidence working with blade, ruler and glue for clean mock-ups/comping of presentation materials
- \* Must commit to 2-3 days a week, at a minimum of 4 hours per day
- \* Availability of a computer + software (Adobe Photoshop, Illustrator, InDesign)

**Compensation:** This is an unpaid internship.

**Details:** Send resume, cover letter, and portfolio to [jobs@teacollection.com](mailto:jobs@teacollection.com). Phone interviews will be followed by in person interviews. Portfolio of work will be critical aspect of application.