



Position Title: Digital Illustration Intern

Department: Graphic Design

Internship Term: Summer (June 13 – August 10, 2017)

Position Description: i-SAFE Ventures Digital Learning, a non-profit organization, is seeking qualified high school students interested in gaining hands-on experience with **Digital Illustration**. The selected intern will, from concept to completion, use Adobe Illustrator to **create digital illustrations** for curriculum materials and resources for i-SAFE's educational program that aims to educate and empower students in grades K-12 as effective, creative and responsible digital citizens in today's technology-infused world.

This internship position is a valuable opportunity for students seeking a career in media arts. Jobs related to this internship position represent multiple college and career pathways.

Advisory: Eligible for/enrolled in AP Studio Art Course #: 609507 (2-D Imaging)

Prerequisites: Workplace Readiness Training; Graphic Design CTE Course #: 609405*

*Articulated with Palomar College Course GCIP 140: Digital Imaging Photoshop 1

Corequisites: Enrollment in CTE Internship Course (Fall 2017-2018)

CTE Industry Pathways:

- Arts, Media and Entertainment (AME) – Design, Visual and Media Arts

College Degree & Certificate Programs:

Local 2-year colleges offer degree and certificate programs related to this internship position and articulated CTE courses are listed below. College credits and courses may eligible for transfer to a 4-year University.

- [Graphic Design](#) (Mira Costa College)
- [Digital and Print Publishing](#) (Mira Costa College)
- [Graphic Design](#) Degree (Palomar College)
- [Illustration Degree](#) (Palomar College)
- [Graphic Communications Degree Emphasis in Production](#) (Palomar College)
- [Electronic Publisher Certificate](#) (Palomar College)

Sample Occupations: Commercial Illustrator, Graphic Designer, Graphic Artist, Multimedia Artist, Concept Designer, Character Designer, Editorial Illustration, Advertising Illustrator, Album/Book Cover Designer, Political Cartoons, Book Illustrator. Employment opportunities include but are not limited to electronic publishers, magazine publishers, marketing and advertising agencies.

General Internship Information

Benefits of the High School Internship Experience

Internship experience provides students with the opportunity to:

- apply classroom knowledge and skills in a real-world work environment
- develop and strengthen workplace etiquette and skills
- build a resume, portfolio and professional network
- explore a career in a pathway of interest
- receive school credit and/or financial compensation

Internship Eligibility Requirements

During the academic year, applicants must meet the following requirements in order to be considered for the position.

- Qualifying high school junior or senior*
- Obtains teacher recommendation for the internship position
- Must show interest and be enrolled in course or CTE program related to the career path
- Maintains 3.0 GPA or above in CTE course or other related course as indicated
- Maintains overall 2.0 GPA or above
- Completion of workplace skill training
- Reliable form of transportation

**Sophomores ages 16 and over may be considered with teacher recommendation*

Required Workplace Skills

Candidates for this position must exhibit the following workplace skills:

- Demonstrates regular attendance and punctuality
- Arrives to work with appropriate attire, hygiene and demeanor
- Applies appropriate and effective communication etiquette in the workplace inclusive of verbal, non-verbal and written messages
- Maintains positive attitude under pressure
- Works diligently toward self-established goals
- Practices effective time management: ability to prioritize tasks and meet timelines
- Exhibits active problem-solving and decision-making skills
- Solicits and applies constructive feedback from peers and supervisors
- Demonstrates teamwork and collaboration
- Shows respect for others' timelines and the workplace environment
- Regards safety of self and others
- Responsible use of technology and workplace equipment
- Complies with workplace policies and procedures

Digital Illustration Intern Roles, Requirements, and Responsibilities

Digital Illustration Intern Role

The successful intern works within the Graphic Design Department to create digital illustrations for materials published in the i-SAFE Curriculum Library. The Digital Illustration Intern works with the Creative Director to produce illustrations appropriate for selected documents. The Digital Illustration Intern uses Adobe Illustrator and digital techniques in the production of the images from concept to completion. Digital images represent branded i-SAFE characters, abstract concepts and/or elements in the selected copy. The purpose of the written copy is to educate and empower students to use technology in ways that are effective, creative, responsible and wise. The Creative Director and Director of Education provide feedback to ensure that illustrations support main ideas and concepts in the written document; follow branded standards and guidelines; portray respect for diversity and equal representation of various populations; remain balanced and appropriate for the audience and message while avoiding a strong or negative tone.

Digital Illustration Intern Requirements

Interns develop and strengthen knowledge and skills through experience. Basic job-related knowledge, skills and abilities are necessary to carry out responsibilities of this position:

- Basic computer and keyboarding skills
- Business communication etiquette
- Basic knowledge, skills and an eye for design principles including: color, contrast, balance, line, space, scale, proximity, and repetition (typography optional)
- Basic proficiency with Adobe Illustrator CC
- Ability to interpret written copy and represent abstract concepts in a single image in a manner that is suitable for the age group of the reader and context of the written work

Digital Illustration Intern Responsibilities

The Digital Illustration Intern will create images for selected materials in the i-SAFE Curriculum Library. The successful Digital Illustration Intern creates digital images appropriate for the age group of the reader and content of the written copy. Images are to effectively communicate the ideas in the written work through illustrations. The Digital Illustrator will produce multiple concepts for review and approval of the Creative Director prior to completing the final product. Quantity of completed digital illustrations ranges between 10 – 20 images that vary in size and complexity.

Duties and Tasks include:

- Report to the Creative Director to receive documents for illustration
- Work with the Creative Director to establish a timeline for digital illustration production
- Closely read the documents to determine the concepts to be illustrated
- Apply graphic design principles in the development of digital illustrations
- Choose appropriate visual representation and style with respect for diverse beliefs, perspectives, ethnic backgrounds and age groups

- Solicit and incorporate guidance and support from Creative Director
- Develop and submit illustrations to Creative Director for review in a ZIP file as an e-mail attachment
- Incorporate feedback from Creative Director in revisions
- Submit final illustrations to Creative Director for approval in a ZIP file as an e-mail attachment
- Daily report project status to the Creative Director
- Develop and strengthen file management skills by creating and organizing graphics into folders
- Follow i-SAFE's intellectual property policy

How to Apply:

1. Send your resume to i-SAFE via e-mail to interns@isafe.org. In the Subject line type "iDrive Internship" along with the title of the internship position for which you would like to apply.
2. An i-SAFE representative will contact you to schedule an interview.
3. Arrive at your interview on time and ready to shine!

Note: *Submitting an application does not guarantee acceptance into the program. Students must provide their own transportation to the internship worksite.*

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