

City Council PHILADELPHIA



City Council Graphic Design Fellowship

FALL 2016 APPLICATION

PROGRAM OVERVIEW: GRAPHIC DESIGN FELLOWSHIP

The Office of Philadelphia City Council President is seeking a highly-motivated visual design student to fill a new position, Graphic Design Fellow, for the 2016-17 school year.

The City of Philadelphia is strongly committed to improving public services for its citizens. The pursuit of this goal requires the hard work and dedication of qualified public service professionals. Recruiting highly qualified applicants from graphic design programs across the Philadelphia region has proven to be one of the best ways to effectively communicate this goal.

Alternatively, applicants are also strongly encouraged to communicate with their academic programs to determine if academic credit or matching work-study compensation is available. Our program has a long history of working with schools to customize a work experience to satisfy any academic requirements necessary for academic credit or independent study.



The Graphic Design Fellow will be part of Council Creative, City Council's design, digital media , branding, and identity in-house group.



DUTIES AND RESPONSIBILITIES

The Graphic Design Fellow will develop and design high quality visual design projects for Philadelphia City Council, such as studies, reports, event announcements, identity programs, and other communication documents for Council President and all 17 Council members.

Key responsibilities include:

- Creating clear, clean, designs for print, interactive, training and presentation;
- Working within City Council Brand Identity System;
- Assisting Creative Director with Identity System design and development;
- Responding to requests in a timely manner;
- Selecting or creating illustrations or photography; and
- Limited writing and editing of copy.

ELIGIBILITY AND DESIGN CRITERIA

Competitive candidates will:

- Be proficient in graphic design concepts and techniques;
- Be willing to learn something every day of their fellowship at City Council;
- Have the ability to work approximately 16 hours per week;
- Remain responsive to text and e-mails while away from the office;
- Present portfolio of print and digital designs;
- Have above average technical familiarity with Macintosh computer systems;
- Have above average working relationship with Office and Adobe Creative Cloud;
- Have excellent written and oral communication skills;
- Be extremely organized and detail oriented;
- Have excellent time management skills, as well as good office and interpersonal skills;
- Have ability to work independently as well as with a team; and
- Be willing to learn and produce in areas seemingly foreign to the basic job description.



TERMS OF THE FELLOWSHIP

The Graphic Design Fellowship is designed to start in the Fall 2016 semester, beginning in late August and ending with the Spring semester. Exact dates will be subject to the candidate's availability. The chosen fellow will be expected to provide up to 16 hours of work per week, largely in the City Council offices at City Hall.

Compensation for the term of the fellowship will be \$12 per hour at no more than 16 hours per week.

SELECTION PROCESS

STEP 1: e-mail Application

Applicants must email the following to councilfellowship@phila.gov & Tony.Buford@phila.gov no later than August 22, 2016.

The following will be reviewed on a rolling basis:

- Current digital copy of graduate/university transcript
- Resume
- Digital portfolio of work samples (site link, online portfolio, or PDF)
- Contact information for two (2) references (one can be faculty)
- Hours of weekly availability averaging 10-20 hours per week

STEP 2: Interview

Final round applicants will be invited to interview in person.



ADDITIONAL INFORMATION

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>

