



Good Sport Promotion

GRAPHICS + DESIGN INTERNSHIP

HOURS: 20 hours a week

COMMITMENT: Mid Feb - Mid August (opportunity to renew with bonus pay dependent upon performance)

COMPENSATION: \$500 / month, free ride passes, on the job training, product samples + many perks

THE COMPANY

Good Sport Promotion is a nimble, creative event coordination company with a knack for large scale supported bike rides. Our events include Reach the Beach, Worst Day of the Year Ride, Mississippi Street Fair, Portland Century and many others. Most of our events are fundraising events for non-profit organizations. We are sister companies with ORbike.com and share many of the same staff and projects.

THE POSITION

This internship position is an opportunity to hone your graphic design skills in a real world setting while helping us achieve our marketing and coordination goals. We have a playful, professional and creative marketing style, and all of our collateral reflects that.

The intern will help with graphic design, from early concept to execution, ordering to picking up. Design projects may include apparel, websites, informational booklets (ride guides), posters and signage. The intern will be responsible for getting bids, working with our print vendors, revising existing websites and maintaining sponsor logos.

BENEFITS

This position is an excellent opportunity to learn from a team of event planners in a real world setting at a thriving company. You will have the opportunity to work on fun, creative events in a supportive, flexible environment while gaining invaluable job skills and building your resume and talents.

Some of our past interns have been hired for full time positions on our team. Others have gone on to start their own events.

THE WORK ENVIRONMENT

Staff work from home with a weekly staff meeting and occasional work-together sessions. We coordinate projects largely by phone and email and use an online virtual office. This internship is supervised by our Communications Director.

Everyone on our staff of six dedicated people has an area of specialty, and on the day of the event we all work hard to execute the event. We handle all details from start to finish, concept, permitting, routes, set up, break down, equipment cleaning and wrap up.

REQUIREMENTS

- * Basic graphic design skills
- * Basic HTML required, at least enough to edit an existing Wordpress-based website
- * Your own computer set up with Adobe Creative Suite, printer, internet connection
- * Ability to self direct and work alone for long periods of time
- * Strong comfort with computers and the ability to work in a virtual office
- * Ability to ask clarifying questions regularly and ensure you understand the breath of the job before moving forward
- * Knowledge of files - file sizes, color profiles, file formats and the their appropriate uses
- * Understanding of print practices and how to prepare a file for print
- * Enthusiasm for spreading the word about our events
- * Ability to be energetic, work hard, go the extra mile when needed and get jobs done on tight deadlines
- * Enthusiasm for engaging with the general public and representing our events at outreach opportunities



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* Ability to work occasional weekends for our events - working a minimum of four events is required.

A limited amount program training from scratch is available. If your skills are extremely strong in some areas of the internship more than others but you have enthusiasm and the desire to learn more, please do not let the limited skills discourage you from applying.

MUST HAVES

You will need to use your own computer for this internship.

You must have the ability to create your own office with access to: the Microsoft Excel and Word (or the ability to work with those files in an alternate program without disrupting any formatting or information contained in the files), internet, an FTP program, InDesign (CS or higher) Illustrator (CS or higher) Photoshop (CS or higher). Access to and knowledge of additional design programs is a plus.

WE'RE GROWING

We're growing and trying new ideas all the time. We keep up with trends and technology and like to have fun with our events. We make the event experience as fresh and inspiring as possible for our participants, while raising money to support the beneficiaries. We engage our participants in the event, seek their input, interact with them through social media, showcase their photos and ride experiences and more. An enthusiasm for cycling, running or large-scale events will greatly assist you in this role.

HOW TO APPLY

Absolutely no .docx files. Applications submitted in this format will be automatically rejected.

Please submit the following FIVE items electronically by Feb 2 at 9am:

1) Cover letter that addresses these points:

- a. What about this position is appealing to you?
- b. Tell us about your experience designing logos, revising brochures and collateral, or other design experience that you created from scratch.
- c. Are you an illustrator? Can you draw? Do you draw by hand or computer? Tell us more.
- d. Tell us in thorough detail your experience maintaining or designing websites. What specific tasks have you carried out **on your own**? What specific tasks have you collaborated on or assisted with? Have you used Wordpress?
- e. How did you hear about this position opening?

2) Resume

3) 3 or more samples of design and illustration work

- No discs please
- Pointing us to a web page is best
- Attached files as PDFs or EPS files is acceptable
- Including examples of images you have illustrated is a plus

4) List of computer programs you know well enough to use professionally

5) Tell us about your personal computer set up (platform, OS, programs, internet capability, peripherals, etc).

CONTACT

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