Volunteer Opportunity Description: Graphic Designer/Artist

Description
• Graphic artist or team of artists needed to design sponsor fulfillment reports for various events and exhibits

Responsibilities
• Once copy is provided, graphic artist will follow provided template and design an attractive, typically 5-30 page document with a background on the event or exhibit and outlining examples of exposure the sponsor(s) received.
• Willing to work through 2-4 revisions per report.
• Able to work under deadlines.

Required Skills
• Must have “book” with examples of work
• Can work from home but some work will need to occur at the Arboretum (finding photographs and files)
• InDesign, Photoshop and Illustrator

Time Commitment and Schedule Details
• Up to 40 hours for each report
• 5-10 reports per year

Benefits
• Keep up graphic skills
• Build portfolio
• Use your professional talent to give back

Work Environment:

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<th>Indoors</th>
<th>Lifting</th>
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<td>Working individually</td>
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<tr>
<td>Outdoors</td>
<td>X</td>
<td>Working with children</td>
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<td>Sitting</td>
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<td>Working as part of a team</td>
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<td>Standing</td>
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How to Apply for this Opportunity
If you are currently an Arboretum Volunteer and would like to apply for this opportunity, please contact the supervisor and set up an interview.

Supervisor & Contact Information
Ann Herzog-Olson, Manager, Corporate Partnerships, 952-443-1407,
aherzog@umn.edu

To become an Arboretum Volunteer, you first need to attend a New Volunteer Orientation. To get started, please call the volunteer office at 952-443-1461 Monday,
Wednesday, or Friday between 9AM – 3 PM. Or visit our web site at http://www.arboretum.umn.edu and click on the volunteer tab.