

Ministry Residency Program at Denver Seminary

INTERNSHIP OPPORTUNITY: Visual Arts Internship – Graphic Design specialty

LOCATION: IMS Printing & Signs

ABOUT: IMS is a local print shop. Though not a ministry or non-profit, this position would be fantastic experience for a student that is looking for a career as a director of visual arts at a large church.

QUALIFICATIONS:

Applicants are REQUIRED to have the following:

- At least 2 years of graphic design experience
- Highly proficient with the Adobe Creative Suite
- Strong time management skills. You will need to be able to prioritize tasks and shift your focus as needed in a fast paced environment.
- Critical thinking skills. You will need the ability to come up with creative solutions to unique client requests and concerns.
- Attention to detail... this is a MUST. The products we make have a huge impact on the success of other businesses. Something as small as a typo can be a really BIG deal.
- We need a "people person!" We are a small company and work closely as a "family." We succeed as a team and need people willing to ask for and offer help when needed!
- Excellent verbal and written communication skills
- Customer Service oriented
- Great computer skills as well as the ability to quickly learn new software applications
- High School Diploma
- Ability to pass a drug screen and background check
- Some flexibility in schedule... This is a day shift position but seasonal/situational overtime may be available and/or required at times.

The IDEAL candidate will have some or all of the following:

- An associates or bachelors degree
- Experience running printing/sign equipment
- Experience working with high level clients
- Ability to identify opportunities to improve our process and professionally offer recommendations

TUITION CONSIDERATION: \$2,500 Per Semester
 10% tuition discount
 Taxable Living Stipend: Yes

ESTIMATED TIME COMMITMENT: 15-20 hours week

OBJECTIVES:

Duties include:

- Graphic Design
- Shop Drawings

- Proofs
- Customer Management
- Quotes
- Design review
- Order Processing
- Customer Service

TO APPLY: Send Resume to:

J.J. Heim

IMS Printing & Signs
720.258.1959 Ext. 106
12425 Mead Way
Littleton, Colorado 80125
www.imscolorado.com



DEFINITION OF THE MINISTRY RESIDENCY PROGRAM:

By Definition the Residency Program is an Internship and contains the following:

1. *Similar ministry training as that available in and through schooling for future clergy;*
 2. *This training is for the benefit of the trainee;*
3. *Resident is not a replacement for a regular employee, but works under close observation;*
4. *This program is considered to be of greater value to the trainee than to the employer;*
 5. *Trainees are not necessarily entitled to a job at the completion of the program;*
6. *Employer and trainee understand that trainees are not entitled to wages for the time spent in training.*