



Job Description

Position Title:	Graphic Design Internship	Department:	Product + Artisan Development
Reports To:	Director of Product and Design	Effective Date/ Revision Date:	June 2026
Location:	Home office – Onsite: Akron, PA/hybrid	Working Hours: Duration:	Flexible Flexible per academic schedule

Position Summary:

The **Graphic Design Intern** will assist our creative and artisan development teams with product branding and packaging initiatives. This role offers a hands-on opportunity to apply design skills in a mission-driven context—helping shape how artisan products are presented, marketed, and celebrated.

The intern will work closely with the **Director of Product & Design** and the Ten Thousand Villages product development team to create cohesive visual branding across both new and existing product lines.

Position Duties/Responsibilities:

- Design and refine **branding elements** for Ten Thousand Villages products—logos, story tags, hangtags, care cards, and product packaging.
- Develop **branded visuals** highlighting functional use, artisan stories, sustainability messages, and regulatory labeling for artisan-made goods.
- Collaborate with staff to align design with Ten Thousand Villages’ brand standards and fair-trade storytelling.
- Prepare files for production and ensure print-readiness for packaging and tags.

Preferred Experience/Knowledge/Education/Skills/Abilities:

- Currently enrolled in a college or university graphic design, communications, or related program.
- Proficiency in Adobe Creative Suite (Illustrator, InDesign, Photoshop).
- Strong sense of design, color, and typography with attention to detail.
- Interest in ethical design, fair trade, sustainability, or global artisan craft.

- Ability to work independently and meet project deadlines.

Physical Requirements:

- This role routinely uses standard office equipment, requires close visual acuity, frequent typing, and both hearing and talking abilities. While the role is largely sedentary, occasional bending and lifting of 10 pounds may be required.
- This job operates in a professional office environment and is not exposed to adverse environmental conditions.

Internship Details

- **Start:** Immediately
- **Duration:** Flexible per academic schedule
- **Hours:** Flexible; determined in coordination with college internship requirements
- **Location:** Remote and on-site in Akron, Pennsylvania