



The Charlotte Sports Foundation (CSF) is seeking candidates to fill full time, paid internship graphic design internship in Charlotte. This position will be compensated hourly.

The 2021 CSF interns will help execute CSF's annual report, build graphics and content for CSF and work on a variety of events including, but not limited to the Duke's Mayo Classic, the Duke's Mayo Bowl, the Jumpman Invitational, the Big South basketball tournament and more.

Graphic Design & Content Intern

Job Description

- Assist in developing and maintaining a brand book for CSF
- Create a variety of graphics and logos for CSF and its events
- Help design and create CSF's annual report
- Work with photo assets to create compelling content for CSF and its event's digital platforms
- Help create marketing materials and branding for the Jumpman Invitational
- Work with partner agencies on a variety of design projects
- Provide support to other areas of the organization as deemed appropriate

Qualifications

- Well organized with excellent communication and organizational skills
- Positive attitude and a team player
- Work well under pressure and maintain flexibility
- Proficient in Adobe Photoshop, InDesign, and other design programs as well as
- Possess discretion in regards to confidentiality
- Photography are preferred but not required.

This position reports directly to the Director of Administration, Director of Communications and Marketing, and Associate Executive Director.

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Please note that housing is not provided by the Charlotte Sports Foundation. Employee benefits (*e.g.* vacation, leave, disability insurance, health insurance, dental insurance, etc.) are not provided. Candidates must complete an in-person interview if selected for a final interview. Interested candidates can apply by submitting a completed CSF Internship Application, cover letter, resume, portfolio of work samples or website link showcasing work, and contact information for three references via email to:

Kaleah Rodgers
Charlotte Sports Foundation
krodgers@charlottesports.org
704-943-3560 (phone)

Candidate cover letters should fully respond to the following questions/requests:

1. Please explain why you are interested in the CSF internship program. Please also include how you feel this internship may benefit you in your future career endeavors.
2. How does your prior work experience and skill set specifically make you the ideal candidate for an internship with the Charlotte Sports Foundation?

All required documents must be received by November 26th, 2021. Applicant submissions without all of the required documentation will not be considered. Applicant submissions not received by November 26, 2021 at 5:00pm will not be considered.

All applicants will be contacted with an update of their application status.

Please do not contact the Charlotte Sports Foundation for status updates.



Charlotte Sports Foundation Internship Application
Please attach your resume, cover letter and references.

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital, or veteran status, the presence of a non-job-related medical condition or disability, or other legally protected status.

Date: _____

Name: _____

Address: _____

Phone (Day): _____ (Evening): _____

Email: _____

General Information:

Do you have transportation for work-related errands?

Yes	No
Yes	No

Is there anything to prevent you from lifting and moving things?

If yes, please explain: _____

Do you plan to be employed with another employer during the internship program?

Yes	No
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If yes, please explain: _____

Education:

Are you interning for college credit?

Yes	No
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If yes, please provide coordinator contact information: _____

Will you be enrolled for college classes during the Charlotte Sports Foundation internship?

Yes	No
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If yes, how many hours will you be enrolled for? _____

What school will you be attending? _____

What is your current course of study? _____

Please attach your resume, cover letter, contact information for three references, complete and return, no later than November 26, 2021 via email to:

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