



## **U. S. Figure Skating**

### **Intern, Creative Department**

U.S. Figure Skating (USFS), the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Intern, Creative Department. U.S. Figure Skating is a member of the United States Olympic and Paralympic Committee (USOPC) and the International Skating Union (ISU).

U.S. Figure Skating is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or any other status or characteristic protected by law or regulation. We are committed to building and sustaining a diverse team by maintaining hiring and recruiting processes that are free from bias.

#### **Responsibilities Include:**

The Intern, Creative Department will be responsible for designing all materials assigned but the Creative Director and Graphic Designer following USFS brand guidelines or guidelines established for specific events, programs or campaigns. These projects will include, but are not limited to, print, digital and social media. The ideal candidate has a strong design portfolio and experience working on projects outside of university assignments. Emphasis will be placed on ability to work in a team environment, balance multiple projects and deadlines, accuracy, timeliness, flexibility and professionalism.

#### **Qualifications:**

- Must be enrolled at a State or Private University, Graphic Design major preferred
- Basic knowledge of layouts, typography, line composition, color, and other graphic design fundamentals
- Experience with Adobe Creative Suite: InDesign, Adobe Photoshop and Illustrator
- Experience with Microsoft Office: Word, Excel and PowerPoint
- Strong creative and analytical skills
- Compelling portfolio of graphic design work

#### **Description and Responsibilities Include:**

- Create and design print and digital materials
- Adhere to brand guidelines and complete projects according to deadline
- Retouch and manipulate images
- Use graphic design software and work with a wide variety of media
- Collaborate with the Creative Director and Graphic Designer to develop design concepts
- Receive feedback from the Creative Director and Graphic Designer and staff to make necessary changes
- Assemble final material for printing or uploading as needed
- Brainstorm with Creative team on projects and provide feedback
- Other duties as assigned

#### **Location:**

Colorado Springs, Colorado (in-office)

U.S. Figure Skating has a flexible work environment. Employees are required to work from the office three days per week; additional temporary remote

opportunities exist throughout the year based on the organization's business operations.

**Classification:** Exempt. Part-time.

**Reporting Requirement:** Reports to Graphic Designer, Creative Department

**Compensation:** \$16.50/hour

**Application:** Send letter of application and resume to:  
Andrea Morrison, Director, Creative at [amorrison@usfigureskating.org](mailto:amorrison@usfigureskating.org).

***Please note telephone calls will NOT be accepted***

Review of resume and applications will begin immediately, and applicants will be accepted until position has been filled.