

# ***Design Assistant Intern***

Tallulah Ketubahs is hiring a part-time Design Assistant Intern. Tallulah Ketubahs is a small creative studio located in East Falls, Philadelphia offering beautiful contemporary ketubahs (traditional Jewish wedding certificates), Quaker wedding certificates, wedding stationery, greeting cards, and calligraphy services for couples of all backgrounds.

The Design Assistant Intern will work closely with Founder & Designer, Rachel Marks, to support the development of new products, both in the Philadelphia studio (when COVID-19 safety guidelines allow) and remotely. The Design Assistant Internship will provide hands-on experience in an artist-run small business and insight into wedding industry creative entrepreneurship. Interns will gain experience designing products, turning original artwork into vectorized files for printing, working with clients, managing business operations, and networking. Interns should have flexibility to commit between 8-10 hours per week (Monday – Friday) for a minimum commitment of 6 months, beginning in January 2021.

Responsibilities include:

- Assisting with print orders - accepting new sales, creating digital proofs in InDesign, formatting files for printing, etc.
- Digitizing watercolor artwork and calligraphy in Illustrator
- Corresponding with clients via email
- Creating social media postings
- Research artists for future collaboration
- Assisting in other studio tasks where needed

Qualifications:

- Strong written and verbal communication with a focus on proof reading
- Excellent organizational and interpersonal skills
- The ability to work independently
- Detail-oriented and deadline driven
- Excellent Photoshop, Illustrator and InDesign skills
- Knowledge of Etsy, Shopify, Instagram, and Facebook
- Knowledge of written Hebrew preferred
- Must be reliable and have access to your own computer

Hours:

8-10 hours / week

Pay Rate:

\$10 / hour

Education Level:

Minimum of High School Diploma. Recent graduates or college students seeking graphic design, illustration, or arts related or relevant degrees.

To Apply:

Please submit a resume and cover letter to Rachel Marks at [info@tallulahketubahs.com](mailto:info@tallulahketubahs.com).