WWW.FLEXXPRODUCTIONS.COM

Graphic Design and Marketing Internship
Spring 2012

Flexx Productions Overview

As the premier event rental company in northern Colorado, the event specialists will take customer's vision and transform it into reality. Since 2003, the event team has overseen thousands of events ranging from intimate backyard gatherings to large corporate functions to elaborate weddings. No event is too large or too small for FLEXX Productions. FLEXX Productions has a strong commitment to customer service and attention to detail. FLEXX offers a variety of products to customers ranging from china and linens to tables, tents and chairs. FLEXX Power and Support provides power, lighting, festival power and distribution, temporary heating, air conditioning and small construction equipment for events of any size.

Objective of Internship

FLEXX Productions has a wide variety of events and needs assistance in capturing the event experience through photography. The internship offers students an opportunity to utilize their creativity through the design of brochures and advertisements for FLEXX. In addition the internship will encompass marketing techniques in the event planning industry. The goal of the internship is to provide a graphic design and marketing opportunity in the event rental industry by providing real experience working with one of Fort Collins leading production companies. The intern will be given selected marketing and graphic design assignments for FLEXX Productions.

Internship Responsibilities and Duties

- Responsible for taking event photos
- Creating an event photo library for future publication use
- Creating inventory photo system for website and brochures
- Design brochures, flyers, advertisements
- Develop designs for tradeshow displays
- Logo design for new business sector
- Create promotional materials
- Execute the design of print publications including flyers and ads
- Assist with administrative tasks

Qualifications and Requirements

The successful intern candidate is enthusiastic, flexible, task and detail oriented, likes working with people, has an amiable personality and is willing and able to work extended hours in the summer. A valid driver's license is required.

The candidate needs to be proficient in Photoshop CS4, Acrobat, InDesign and Illustrator. Must be able to operate within Microsoft Office systems and comfortable with graphic design. The candidate should be able to prioritize a multitude of projects and complete them in a set timeframe without direct supervision. The candidate needs to be self motivated and have sharp attention to detail. The position is open to undergraduate students pursuing a degree in graphic design or a related field.

1833 E. Harmony #19 • Fort Collins, CO 80528 • Office: (970) 223-1195 • Fax: (970) 226-0528
Website: www.FlexxProductions.com • Email: Info@FlexxProductions.com

The internship begins on Monday, January 23rd, 2012 with approximately 10 to 15 hours of work per week, or as needed to fill internship hour requirements. Weekend and evening hours are often required. This internship is non-paid in the spring and can be taken for credit. The typical internship ends May 31st, though an offer could be made to extend the internship to a paid position for the summer.

Supervision and Training
FLEXX inters will be supervised by a couple of full time professional staff. Training will be provided by FLEXX Production's senior staff prior to ensure the internship is beneficial and meets objectives.

Application Process
Submit a resume, custom cover letter and samples of graphic design, logo or advertising materials you have created via email to Darci@flexxproductions.com. Applications may also be mailed to the address below or faxed to (970) 226-0528. Include a paragraph explaining your interest in this position, and how it relates to your studies and your future plans.

Questions may be directed to Darci Clark: (970) 223-1195 or Darci@flexxproductions.com. Interviews will be scheduled for early December.

Application Deadline: 4:45 PM on Friday December 2nd, 2011 (postmarks honored)

FLEXX Productions
RE: 2012 Internship Search
FLEXX Productions
1833 E. Harmony #19
Fort Collins, CO 80528