

**New York Chapter
Interactive Design Assistant
Position description**



<i>Position definition</i>	An opportunity to expand interactive design skills while serving as the intern for the New York Chapter of AIGA. The intern works in coordination with the chapter administrator and professional designers who serve as the board of directors of the organization.
<i>Schedule</i>	A working schedule will be created based on the interactive design intern's availability so that 20-25 hours per week can be spent in the AIGA office. This usually works out to be 3 full days/ week or 4-5 partial days/ week.
<i>Employment classification</i>	part-time, permanent
<i>Compensation</i>	negotiable, based on experience. School/ university internship credit can apply where it qualifies, as well.
<i>Areas of responsibility</i>	<p>Website development</p> <p>Modification of tools to conform to NY Chapter website look and feel Weekly posting of information, text and images to the site Weekly creation of HTML-based email messages sent to chapter members Creation of databases for future site extensions</p> <p>Website maintenance</p> <p>Maintenance of interactive tools for website, such as forums and commenting capabilities Regular review of site files for timeliness, accuracy and usefulness Back-up maintenance of all site files</p> <p>Graphic design</p> <p>Formatting of images for use on website and in HTML emails Review and creation of presentations for chapter events Minor copy and layout editing of print materials</p> <p>Interaction with Board of Directors</p> <p>Regular meetings with web committee for extension and development of website Daily interaction with chapter administrator for regular workflow direction</p>
<i>Work environment</i>	<p>Computer languages</p> <p>PHP/MySQL, HTML, CSS, Ruby on Rails</p> <p>Computers and software</p> <p>Mac OS X Macromedia DreamWeaver Adobe CS2, Acrobat Max-Bulk Mailer X Powerpoint and Keynote</p>
<i>Contact</i>	Submit sample URL's, a resume and cover letter (as PDF's) to Robyn Jordan at robyn@aigany.org .