



City of Chicago
Rahm Emanuel, Mayor

Department of Fleet and Facility Management
David Reynolds, Commissioner

NOTICE OF JOB OPPORTUNITY

Public Service Intern – Graphics Division - UNPAID TC:0407

The City of Chicago Department of Fleet and Facility Management is seeking interns to assist the Bureau of Asset Management, Graphics Division with various production, graphic and related services.

MINIMUM QUALIFICATIONS: Candidates must be current college students, in good academic standing, enrolled in an accredited college or university that offers a baccalaureate or graduate degree program or in an accredited design school. The candidates must have a minimum cumulative GPA of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

NOTE: A cumulative GPA of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale must be maintained throughout the duration of internship/employment if hired.

PREFERENCE: An individual who is currently majoring or minoring in Graphic Arts or Design, or a related area of study, and is available to work a minimum of 10 to 15 hours per week.

RESIDENCY REQUIREMENT: Not Required.

NOTE: These internships are temporary positions.

SALARY: UNPAID

CLOSING DATE: Open Until Further Notice

DUTIES:

- Assist with developing design concepts for various City Department and/or City Agency events, programs and initiatives; assist with preparing the finished graphic art;
- Assist with the production of various programmatic materials, such as flyers, posters, forms, brochures, charts and signs;
- Assist with revisions to existing publications;
- Assist with the design of display exhibits and production and set-up of those exhibits for special events;
- Assist with the preparation of visual aides for lecture presentations;
- Assist with the production of three dimensional models;
- Assist with the production of enlargements, reductions or same size copies of art work;
- Assist with the production of certificates;
- Assist with the maintenance of art files and art supply inventory;
- Assist with the coordination of print and graphic work with outside shops; and
- Assist with recording time and material used for completed jobs.

WORKING CONDITIONS: General office environment. Some exposure to fumes, dust or noise normal in a print shop environment.

INSTRUCTION: Interested candidates should forward resumes to:

**Paul Plantz
City of Chicago
Department of Fleet and Facility Management
30 N. LaSalle – Suite 300
Chicago, IL 60602
OR
Email: Paul.Plantz@ex.cityofchicago.org
OR
FAX TO 312-742-1391**

If you are a person with disability and require a reasonable accommodation in order to participate in the application process, please contact the City of Chicago, Department of Human Resources at 312 744-4976 (voice) or 312 744-5035 (TTY). You may be required to provide information to support your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT

THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
