

# **SANDALS CHURCH**

## **SANDALS CHURCH** *GRAPHIC DESIGN INTERNSHIP*

Thank you for showing interest in the Sandals Church summer internship for Graphic Design. This internship aims to develop you into the person and leader that God has called you to be using digital tools, creativity, technical proficiency and communication skills to reach people with the Gospel and the vision of being real. You have been identified as someone with leadership potential and a passion for ministry and graphic design.

This internship program offers aspiring graphic designers a hands-on experience where they will hone their skills in a creative and collaborative environment. Interns will have the opportunity to explore their creativity by working on real-world projects, applying design principles, and using industry-standard software like Adobe Creative Suite. Throughout the program, they will tackle design challenges, develop problem-solving skills, and learn to communicate their ideas effectively. By engaging with clients, participating in team collaborations, and refining their technical proficiency, interns will gain valuable insights into the world of graphic design.

As you begin this process, we would love for you to pray and talk with your parents or guardians about this internship. We are praying for you, and we hope you will intern with us this summer.

### ***TIME AND COMMITMENT EXPECTATION***

The internship will last a total of **8 weeks**; it begins on **June 10th, 2024**, and ends on **August 1st, 2024**. Interns are asked to dedicate **15 to 20 hours per week** to the internship (25 hours in some cases based on project). Below is a general internship schedule (hours may vary depending on the specific track, but if anything does change, interns will be notified a few days in advance):

#### **Weekly Schedule:**

- Mondays: 10 AM - 3 PM at Hunter Park
  - Assign and review current projects, meet with clients, and go over the basics. This session is designed for hands-on learning, and exploring essential design programs.
- Wednesdays: 10 AM - 3 PM at Hunter Park

- Review progress, seek clarification, and engage in open discussions. This session is designed to provide feedback and refine your design skills.
- Thursdays: 10 AM - 3 PM at Hunter Park
  - Develop your pitches, put the finishing touches on projects, and craft compelling social media content. This day focuses on enhancing communication skills and preparing for real-world scenarios.

As you consider the internship, we ask that you treat it as much of a job as possible. All interns are allowed to miss a maximum of one (week) of the 8 week program with proper and advanced communication to their respective mentors and track leads. Failure to communicate in a timely manner or missing more than one week will result in removal from the internship program. *\*please note that extenuating circumstances will be considered on a case-by-case basis as they arise*

### **SIX COMPONENTS OF THE INTERNSHIP**

1. **Monday Internship Classes** - All interns from all departments come together at a designated time for a 90 min meeting/class. These classes will focus on skill and leadership development and will be led by department heads within the creative team.
2. **Hands-On Learning and Engagement:** A huge part of the internship is observation but a big expectation will be that interns also engage in hands-on learning as well. Seeing and doing. Graphic Design interns will get hands-on experience with project execution, software proficiency, design iteration, client interaction, pitch development, social media content creation, and collaborative projects.
3. **One-on-one Coaching/Spiritual Direction** - Each intern will be assigned a coach from the respective department to foster growth, introspection/reflection, creativity, and innovation. Time spent with the coach will be focused on the intern, how they are doing, what they need, and where they are struggling.
  - a. Spiritual mentors will be staff in the field and of the same gender. If the staff does not match, we will work out an alternative option.
4. **Book Review** - Interns will read a book chosen by the Graphic Design Team and share what they learned, some highlights, and applications.
5. **Digital Media / Social Media Resources** - Interns will be watching, listening and reading some of the Graphic Design team's favorite resources and discuss them together.
6. **Summer Camp** - Interns will be **required** to attend high school camp (which will be **free of charge** if they are **in good standing with the program**) and will be **highly** encouraged to serve alongside their department staff during middle school camp.

### **INTERNSHIP APPLICATION STEPS**

1. Complete the application online.

2. Submit two letters of recommendation to Chanelle Federico,  
[chanellefederico@sandalschurch.com](mailto:chanellefederico@sandalschurch.com).
  - a. A Letter of Recommendation (LOR) should include the relationship with the applicant (An LOR **cannot** be from a parent), an evaluation of the applicant's skills and character, examples that illustrate the applicant's skills and character, and why they recommend the applicant.
3. An interview
4. Attend Internship Orientation on **May 29th** (time TBD)
5. An expectation form signed by the applicant and parent or guardian.