



Graphic Design – Creative Studio Assistant

Target Majors:	VMA – Graphic Design
Intern Assignment:	Graphic Design Intern
Hiring Manager:	Melissa Mips—AVP Digital & Creative Services
Job Address:	25 Research Drive, Westborough, MA 01581
Is Location MBTA Accessible?	Yes
Hours Per Week:	26 Hours / Week
Preferred Days of Week:	One of the work days is a Friday (Professional Development)
Work Hours:	8:00am – 5:00pm
Pay Rate and Travel Stipend:	\$15.00 / Hr + Travel Stipend

Company Overview: BJ's Wholesale Club is a leading operator of membership warehouse clubs in the Eastern United States. The Company currently operates 202 Clubs in 15 states from Maine to Florida and employs more than 25,000 Team Members.

Job Description:

Work directly with Studio Production Manager and Studio Designers as well as Art Directors on final files for print and web. Support execution of corrections and design changes within Illustrator and In Design files and execute retouching in Photoshop under the guidance of the Studio Manager and Studio Designers. Support design on projects as he/she becomes comfortable with BJ's brand standards & design aesthetic, work flow process and file set up. Work with Studio team and traffic team to support deadlines for both print and interactive creative.

Requirements:

Students must be working towards their Associate's Degree in Graphic Design. Previous design experience preferred. Must be highly organized, detailed oriented with the ability to focus on multiple priorities and be self-motivated. Strong interpersonal skills and the ability to communicate effectively with people at all levels of the company required.

Desired Qualifications:

Photoshop
Illustrator