

CTBUH Publications & Design Intern

With 100,000 people moving into cities across the globe every day, the 21st century will truly be the century of the city. Humanity's continued existence on this planet will rely on our ability to transform cities into dense, livable centers of innovation that reduce both land consumption and energy needs. In order to accommodate an additional 2.5 billion people in the world's cities by 2050, the shapers of our urban landscapes will require guidance through access to expert research and resources that promote best practices for smarter cities. This is why the Council on Tall Buildings and Urban Habitat's mission is critical to promoting a better urban future.

The Council leverages its research, organizational scope and global influence to positively impact the planning and design of the world's urban centers. The next generation of thought leaders will be instrumental in guiding this future – will you be a part of that effort?

The CTBUH is looking for a sharp, talented individual to help our Publications & Design team manage a growing assortment of print/digital assets. Graphic Design/Visual Communication majors are particularly welcome to apply.

▶ KEY RESPONSIBILITIES:

- Assist with the design and layout of various print outputs, such as flyers, brochures, and publications.
- Assist in the development of website graphics and email blasts.
- Aid in the production of elements related to our annual conference, including signage graphics, PowerPoints, and website updates.
- Perform research tasks related to outputs of the Publications & Design team.
- Assist other teams with production-related or time-sensitive tasks.

▶ WE HAVE:

- A \$15.00 per hour compensation package.
- Flexibility around your academic schedule.
- A team of sharp, friendly, committed staff members to work with.
- A Downtown Chicago location near public transportation and Lake Shore Drive.
- An office culture that encourages new ideas and rewards personal ownership of tasks.

▶ YOU HAVE:

- Experience with Adobe Creative Suite software (especially InDesign, Illustrator, and Photoshop) and Microsoft Office.
- An understanding of graphic design and typographic principles
- A penchant for personal organization, with the ability to keep track of multiple initiatives moving simultaneously.
- Experience with website administration tools (having moderate knowledge of HTML, CSS, or WordPress is helpful, but not required).
- Good English writing skills, with a critical eye for errors.
- The personal drive to make independent decisions based on guidelines expressed from the outset.

HOW TO APPLY:

Please send a brief cover letter (1) explaining why you would be ideal for this role, along with a resume (2) and digital portfolio (3) to internship@ctbuh.org. Your application must include: cover letter, resume, and portfolio.