



Graphic Design Intern | Fall 2026
Houston Arts Alliance – Houston, TX

ABOUT HOUSTON ARTS ALLIANCE

Houston Arts Alliance (HAA) is a 501(c)(3) nonprofit that strengthens Houston’s creative ecosystem through programs supported by private, philanthropic, and public partners. All of our work shares a single purpose: to ensure that creativity in Houston is resourced, resilient, and reflective of the community it serves. **When the arts thrive, Houston thrives.**

POSITION OVERVIEW

The Graphic Design Intern will support HAA’s Communications Department in creating visual materials across digital and print platforms. The intern will gain hands-on experience working within an established brand while developing materials for social media, events, presentations, email communications, print, and the HAA website.

This position is ideal for a student or early-career professional interested in graphic design, digital communications, marketing, arts and culture, or related fields who has a strong eye for design and is interested in building real-world creative experience.

KEY RESPONSABILITIES

GRAPHIC DESIGN & CREATIVE SUPPORT

- Design and adapt graphics for **social media, events, presentations, email communications, print materials, and website content.**
- Work within HAA’s established brand guidelines to create clear, engaging, and consistent visual communications.
- Create and adapt **Canva templates** that can be easily used by HAA staff.
- Prepare and resize creative assets for different digital platforms and formats.
- Support basic photo editing, image selection, and visual asset preparation using Adobe Creative Suite.



DIGITAL CONTENT, PRODUCTION & COLLABORATION

- Help tell stories highlighting **Houston artists, arts organizations, community partners, and HAA's impact** through engaging visual content.
- Support **short-form video and photography**, including capturing content when appropriate.
- Research relevant **content ideas, cultural moments, and social media and design trends**.
- Collaborate with Communications staff to develop visual assets for **campaigns, events, social media, and website content**, while helping organize HAA's design files and creative assets.

DESIRED QUALIFICATIONS & EXPERIENCE

- Current students and recent graduates in **graphic design, digital communications, marketing, or related fields** are encouraged to apply.
- Strong eye for **design, typography, composition, hierarchy, and visual storytelling**.
- Proficiency in **Canva and Adobe Creative Suite (Illustrator, InDesign, and Photoshop)**.
- Ability to work within established brand guidelines while bringing creativity and attention to detail.
- Familiarity with designing for both **digital and print formats**.
- Experience with **website design or WordPress is a plus; coding experience is not required**.
- Relevant experience may include coursework, student organizations, internships, volunteer work, freelance projects, or personal design projects.

SCHEDULE AND PHYSICAL DEMANDS

- **Part-time:** approximately 15–20 hours per week, Fall 2026.
- **Dates:** ASAP–Dec 2026.
- **Location:** Hybrid, with regular in-person work at Houston Arts Alliance.
- Occasional evening or weekend availability may be requested for event coverage with advance notice.
- This is a part-time hourly position commensurate with experience.
- HAA will work with students seeking **academic credit** when possible and can provide required documentation through their college or university.



TO APPLY

Please submit:

- Resume
- Brief cover letter describing your interest in communications, social media, and Houston Arts Alliance
- **Optional:** 2–3 examples of social media, writing, photography, video, graphic design, or other communications work. Coursework and personal or student projects are welcome.

Send materials to Leah@haatx.com with “**HAA Communications Internship Application**” in the subject line by Friday, Sept. 25, 2026.

Supervisor: Leah Shah, Director of Communications

EQUAL OPPORTUNITY

Houston Arts Alliance is an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition, including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.