



Graphic and Web Design Intern

SUMMARY

Status: Part-Time; Spring 2027 Internship

Pay: \$20/hour

Reports to: Art Director

Location: On-site in Indianapolis with possibility for limited hybrid schedule

Schedule: 10 hours per week for 12 weeks, Feb-May 2027, with flexibility on specific start/end date

Deadline to Apply: Priority deadline Nov. 12 after which applicants will be considered on a rolling basis

Summary Description: The Graphic and Web Design Intern supports the Marketing team by assisting with design and production of marketing materials, both print and digital, for Indiana Landmarks' programs and historic sites. For our Spring 2027 internship, the role will include a special focus on web design for Samara, a Frank Lloyd Wright-designed home in West Lafayette operated by Indiana Landmarks.

DETAILS

Organization

A private nonprofit supported by a diverse membership base and guided by a volunteer Board, **Indiana Landmarks** revitalizes communities, strengthens connections to our diverse heritage, and saves meaningful places. From its state headquarters in Indianapolis's historic Old Northside neighborhood, the organization operates eight regional offices across the state. These offices, staffed by dedicated professionals, provide expertise and resources to help local communities save and repurpose historic sites. Indiana Landmarks' wide-ranging operations include grant and loan programs, rescuing and rehabilitating endangered properties, buying and selling real estate, easement protections, preservation advocacy, and educational initiatives including tours, lectures, workshops, publications, and partnering on a major annual statewide conference.

The John E. and Catherine Christian House, commonly known as **Samara**, is a National Historic Landmark located in West Lafayette, Indiana. The house represents one of the most complete

works by architect Frank Lloyd Wright. Indiana Landmarks co-stewards Samara with the John E. Christian Family Memorial Trust, Inc., working to preserve the extraordinary property and share its remarkable history. Public tours showcase the master architect's design philosophy and innovations.

Position Description

The Graphic and Web Design Intern supports the Marketing team in day-to-day design and production needs for Indiana Landmarks' programs and historic sites, including Samara, a Frank Lloyd Wright-designed home in West Lafayette. The intern will have the unique opportunity to participate in a planned website redesign for Samara from start to finish and gain hands-on experience implementing Indiana Landmarks and Samara brand identities through web and print design across a variety of projects.

Responsibilities

Play a key role in supporting redesign of Samara's website from assessing user needs to design development, implementation, content migration, and final launch:

- Collaborate with the team to brainstorm new ideas for website design and functionality
- Work closely with the team's Art Director and Web Developer to develop and implement web design consistent with the project's overall brand strategy and messaging
- Ensure all new or migrated web content is visually appealing, user-friendly, and optimized for various devices
- Assist with troubleshooting and resolving any technical issues or bugs at website launch

Support the Marketing team's day-to-day work and deliverables across various Indiana Landmarks' programs:

- Draft print and digital designs following established branding guidelines
- Format and/or post online content for various platforms including email, social media, and websites
- Participate in collaboration and project discussion at weekly team meetings
- Assist with filing and maintaining asset libraries for the Marketing team
- Take ownership of assigned tasks and projects, meet deadlines, and deliver high-quality work

Additional special tasks or projects may be assigned as directed by the intern's specific interests, talents, and time available.

Required Qualifications:

- Junior or senior undergraduate, graduate, or recent graduate in a degree program for Graphic Design, Visual Communication, Graphic Arts Management, Digital Media, or related field
- Intermediate experience in web design with working knowledge of WordPress

- Familiarity with HTML/CSS
- Intermediate experience with Adobe Creative Suite including Illustrator, InDesign, and Photoshop
- Demonstrated ability to follow brand standards and guidelines, perform focused work, and pay close attention to detail
- Strong online portfolio of print and digital design work
- Ability to interact professionally with others in person, by phone, email, and written correspondence
- Self-motivated and takes initiative; can balance multiple projects at one time
- Strong speaking and listening skills
- Ability to work a consistent on-site schedule at Indiana Landmarks Center, Indianapolis, during business hours (weekdays 8:30 a.m. – 5 p.m.)

Preferred Qualifications:

- Advanced experience working in WordPress web design
- Experience building and/or managing WordPress sites with Elementor
- Advanced experience with Adobe Creative Suite including Illustrator, InDesign, and Photoshop

Physical Requirements:

The physical demands described below represent those that an individual must meet to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Ability to work effectively in a fast-paced office environment.
- Ability to sit or stand for extended periods and move intermittently throughout work hours.
- Adequate sensory abilities, including clear vision, good hearing, and manual dexterity.
- Ability to operate standard office equipment, including computers, copiers, and telephones.

Application Process

Send a resume and cover letter to Jessica Kramer, Communications Manager, jkramer@indianalandmarks.org.

Priority will be given to applications received by November 12, 2026, after which applications will be considered on a rolling basis until position is filled.

Interviews will be conducted virtually via Zoom or in-person from November 12 to November 23, 2026.

Applicants will be notified of their status no later than Dec. 6.