

BASE DESIGN

Organizational Profile

Base Design is a world famous graphic design & art direction agency working with clients ranging from fashion houses to museums to educational institutions to big corporations. Base design prides itself in not specializing in a specific client type or field.

Internship Profile

The Intern will work in close cooperation for minimum 3 months. Main Duties & Responsibilities will be:

- Support the Account Manager & Studio Manager in daily tasks to accounts & internal projects (preparing briefings, planning agendas, Base presentations, research.....)
- Assist to weekly job meetings & internal meetings. Attend client meetings of the projects you help to follow up.
- Identify when a project is finished and be responsible that pictures, presentations and website uploads are done. Internal planning of these projects.
- Help in writing of estimates and offers, supervised and reporting to the Account Manager or Studio Manager.
- Be responsible of our website. Not writing, but having an overview of the projects and create a monthly calendar for uploads & photo shoots to be done. Help to prepare texts and images. Organize & support this process internally and internationally.
- Support the organization & preparation of photo shoots related to Base portfolio: agenda, planning, update the image databank.....

Intern Profile

The successful candidate should have the following requirements:

- ✓ Pleasant personality, friendly
- ✓ Capability to prioritize
- ✓ Flexible, open-minded
- ✓ Multitasker
- ✓ Interest in graphic design
- ✓ Basic knowledge of Photoshop & In Design (optional)
- ✓ French, English (Dutch is an asset!)