

**Position Title:** Web Design Intern  
**Department:** Information Technology  
**Supervisor Title:** IT & Office Operations Manager

**Institutional Mission**

Sparking children's learning through play

**Project Summary**

The Web Designer Intern will head up small Internet and Intranet projects, including:

- Revise and update exhibits.MCM.org, our traveling exhibit support site
- Revise and create pages for the organization's internal website

**Position Summary**

This position aids in the design and update of various pages of our Intranet and Exhibits Internet, including being responsible for layout, visual appearance, and usability of each page. Using a combination of graphic design skills and technical knowledge of how web pages are created and updated, the work involves:

- liaising closely with staff at the design stage to answer questions such as: why is the change needed? who is the target audience? what are the benefits? etc;
- producing a design that will be attractive to the target user, has a logical navigation system, and has all the features required;
- designing web pages using Microsoft Expression Web so the pages can be updated by internal staff in the future;
- testing fixing errors in a timely manner;
- maintaining and updating site as needed

The Web designer will have knowledge of graphic design packages such as Fireworks or Photoshop in order to produce basic layout and manipulate images. Skills in cascading style sheets (CSS) and server side technologies, such as PHP and ASP, and internet security are also important.

## **Supervision Summary**

This position does not directly supervise any employees

## **Knowledge, Skills, and Abilities Required**

1. Knowledge of basic web design, electronic graphic creation, and web site hosting
2. Knowledge of Microsoft Expression Web, Flash, Fireworks, and Photoshop in order to produce basic layout and manipulate images
3. General knowledge of Java, HTML, PHP, Perl, cascading style sheets, and streaming technologies
4. Ability to express ideas in visual ways - drawings, storyboards, models
5. Skill in organizing materials and information; ability to organize time and work in an effective manner

## **Qualifications**

1. Knowledge of web site design, from initial layout planning to final site hosting
2. Education: Any combination of education and training which demonstrates the ability to perform the duties and responsibilities as described. Advanced coursework in graphic design and Web design is desirable
3. Training and Experience: Progressively responsible experience in the conceptualization, design, and production of graphics, Web, and print materials; experience in a video editing/production and/or Web development environment

## **Physical Activities Required**

**Stooping:** Bending body downward and forward by bending the spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

**Kneeling:** Bending legs at knee to come to a rest on knee or knees.

**Crouching:** Bending the body downward and forward by bending the leg and spine.

**Crawling:** Moving about on hands and knees or hands and feet.

**Reaching:** Extending hand(s) and arm(s) in any direction.

**Standing:** Particularly for sustained periods of time.

**Walking:** Moving about on foot to accomplish tasks, particularly for long distances.

**Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

**Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objectives in a sustained motion.

**Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.

**Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

**Grasping:** Applying pressure to an object with the fingers and palm.

Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.

Talking: Expressing or exchanging ideas by means of the spoken word, in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Perceiving the nature of sounds with no less than 4 db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments in machined parts.

Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs in which defective seeing would result in injury and jobs in which special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objectives are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.