2024 Fall Hiring Criteria

Thank you for your interest in joining the Design Guild! Please read through this document that outlines our **hiring process, timeline, and criteria.** Follow the links at the bottom of the document to begin the application process.

Who we are

The Design guild is a **student-run Graphic Design studio** at the Rhode Island School of Design. We specialize in web, identity and brand, print, typography, and image making, working primarily with organizations at RISD and Brown University. Some of our notable projects include Artist Ball posters, RISD Commencement, New Student Orientation, and the annual RISD Yearbook. To see more of our projects, visit our **Instagram ↗** or **website ↗**!

Our studio is small and fully run by students who support daily operations, individual projects, and our clients directly. We work together with a team of advisors to support our endeavors, including our hiring cycles. Our advisors are **Sarah Knarr** (Director, Center of Student Involvement), **Minkyoung Kim** (Assistant Professor, Graphic Design), **Mary Banas** (Senior Visual Designer, RISD Marketing & Communications), and **Nancy Skolos** (Professor and Department Head, Graphic Design). Together, we are committed to creating a transparent and inclusive studio and hiring practice.

The workload on the team is equivalent to another studio class, up to over 8 hours per week. Hours may vary from week to week, including additional time for more demanding projects such as Yearbook and our hiring cycles.

So...you're hiring?

Yes we are! Working under CSI (Center of Student Involvement), we are a unique campus entity offering **paid design services** for the school. As we prepare for incoming projects, we are looking to **expand our current team of 6 students to up to 15 members.** This year, we have openings for the following (maximum positions available by academic year)

Sophomores	**2**
Juniors (incl. first year grads)	**4**
Seniors (incl. second year grads)	**3**

Process and Timeline

Our hiring process will include an **open-call application** as well as an **in-person interview** with shortlisted candidates. Both open-call applications and interviews will be reviewed together by both the Design Guild team and the Advisory team. Our open-call applications begin on September 23 and will be open until October 7.

September 23	Open-call applications Open
October 7	Open-call applications Due
October 10	Application review with Advisory Team; shortlist candidates notified
October 12–13	Interviews
October 17	Selected candidates notified

Application Criteria

Applications are open to **sophomore, junior, senior, and grad RISD students in any major.** Here's what we're looking for! Please read the following carefully before applying.

Graphic Design Sophomores and Non-Majors	Graphic Design Juniors, Seniors, and Graduate Students

☐ **PDF Portfolio*** (Maximum 6 pages)
  ☐ 2 graphic design projects related to media/practice/technique (such as typography, publication, animation, branding/identity). Please include the following:
    ☐ Info: title, year, medium, dimensions, production etc.
    ☐ Description: provide 1-3 sentences about your project
    ☐ Credit: list all collaborators, including their and your role in the project
☐ 2-3 statements
  ☐ **Why do you want to join the Design Guild?**
We acknowledge that there may be different reasons for joining the DG, including financial, creative, social, and skills-related reasons. How would membership benefit you?
  ☐ **What contribution are you hoping to make in the Design Guild team?**
    ☐ Can include additional skills not reflected in their portfolio (such as project management, coding, writing, etc.)
  ☐ For sophomores only: **what skills do you wish to develop while working in the Design Guild?**
☐ Ability to commit up to 8+ hours per week
	☐ **PDF Portfolio*** (Maximum 8 pages)
	  ☐ 3 graphic design projects that show an understanding of typography, form-making, and visual identity, with the following:
	    ☐ Info: title, year, medium, dimensions, production etc.
	    ☐ Description: provide 1-3 sentences about your project
	    ☐ Credit: list all collaborators, including their and your role in the project
	☐ 2 statements
	  ☐ **Why do you want to join the Design Guild?**
	We acknowledge that there may be different reasons for joining the DG, including financial, creative, social, and skills-related reasons. How would membership benefit you?
	  ☐ **What contribution are you hoping to make in the Design Guild team**
	    ☐ Can include additional skills not reflected in their portfolio (such as project management, coding, writing, etc.)
	☐ Ability to commit up to 8+ hours per week

*If your project is a website, you may include static frames as well as a link to the website

If your project has non-static components that are not compatible with the PDF format such as motion, please follow this **procedure ↗**.

Projects included in the PDF portfolio do not have to be created specifically for this open-call application. We encourage using past/current projects to demonstrate your understanding of design.

Before you apply...

- For all applicants, please understand that **hours are not regular and income will not be consistent**. It is hugely dependent on what projects are currently ongoing. This position is an academic year position and does not include the summer.

- Please note that **F-1 visa holding students cannot exceed 20 hours per week** for all on-campus jobs combined while school is in session.

In an effort to maintain equity across applicants: *****personal portfolio websites and/or any additional work provided will not be considered.*****

Interview

After open-call applications close, the Design Guild team will review applications together with the Advisory Team. We will be shortlisting up to 4 sophomores, 6 juniors, and 5 senior students for the interview process.

Apply!

Ready to join? Apply using the Google Form link below that corresponds to you.

Graphic Design Sophomores and Non-Majors ↗
Graphic Design Juniors, Seniors, and Graduate students ↗

Questions?

Don't hesitate to reach out with any questions at **dguild@risd.edu**!