

MENA DESIGN RESEARCH CENTER
& BEIRUT DESIGN WEEK
INTERNSHIP PROGRAM 2016



**MENA DESIGN
RESEARCH CENTER**



ABOUT MENA DRC

The MENA Design Research Center is a non-profit organization based in Beirut, Lebanon. Founded in 2010, it became one of the region's few institutions that focus on Design as a multidisciplinary tool for development and research. The main focus of the MENA DRC is to focus on the role of Design in education, culture, entrepreneurship, and social impact. In 2012, the center initiated and organized the first Beirut Design Week, which set a new standard for Beirut as the Design Capital of the Middle East & North Africa.

ABOUT BEIRUT DESIGN WEEK

Beirut Design Week is held annually in more than 100 venues across Beirut City, featuring exhibitions, conferences, workshops, and open studios showcasing the work of local and international designers and academics of all design disciplines. The event focuses on creative economies, intercultural exchange, design education, social impact, and design entrepreneurship. For more information please visit beirutdesignweek.org

THE INTERNSHIP PROGRAM

MENA Design Research Center offers ongoing internships designed to expose qualified applicants to communication skills, coordination skills, organizational structure, design research methods, communication design, and strategic planning. All internship programs are task- and time-based, during which interns are responsible for their own tasks, but are also supervised by the project coordinator. Working at the MENA DRC offers an opportunity for recent graduates and students to begin to integrate themselves into a working environment that is professional but small enough to receive proper attention and guidance. Although internships are unpaid, we believe that all those who have joined our program have benefitted highly from working with us. We are currently looking for passionate, young, and enthusiastic students and fresh graduates to join our team for our upcoming projects, including our main event: Beirut Design Week 2016.

THE BENEFITS OF WORKING WITH US

As a MENA Design Research Center intern, you will have the opportunity to:

- Develop leadership and personal skills that will apply to your future career
- Establish hands-on learning experience at a well-established organization
- Learn to work in a young and professional work environment
- Learn about design research and design for social impact
- Develop your creativity and problem-solving skills by being a core team member
- Acquire project management as well as time management skills
- Grow your professional network
- Be exposed to the regional design community
- Be part of the largest design festival in the Middle East and North Africa
- Receive a certificate and a letter of recommendation upon completion of internship

DESIGN RESEARCH INTERNSHIP

Reports to:

Director & Project Manager

Commitment:

12-20 hours per week

Starting Date:

October 2015

Internship Duration:

3 to 6 months

ROLES & RESPONSIBILITIES

- Engage in a variety of research approaches and methodologies including qualitative analysis (i.e. interviews, observations, focus groups)
- Analyze, interpret, organize, and present findings
- Participate in brainstorming, concept development, and strategy sessions
- Generate content for reports and presentations
- Follow up on administrative communication when needed
- Articulate and visualize the strategic intent
- Plan and design workshop set-ups

QUALIFICATIONS & PREFERENCES

- Some education or experience in design or a related field; research experience is a plus!
- Interest in the research and design process
- Ability to handle and prioritize multiple tasks and ensure on-time delivery
- A high level of motivation and communication skills
- Fluency in English; additional languages are a plus!
- Ability to work as a committed member of a multi-disciplinary team
- Proactive and result-oriented
- Ability to tackle problems analytically and innovatively
- Must have own laptop

GRAPHIC DESIGN INTERNSHIP

Reports to:

Creative Director & Project
Coordinator

Commitment:

12-20 hours per week

Starting Date:

January 2016

Internship Duration:

3 to 6 months

ROLES & RESPONSIBILITIES

- Assist the Creative Designer with the design and creation of Beirut Design Week 2016 visual identity
- Design and develop the Beirut Design Week catalogue as part of a team
- Design clear and engaging graphic communications for print and web (e.g. website and social media graphics, posters, flyers, branded promotional items, as well as other marketing collaterals)

QUALIFICATIONS & PREFERENCES

- Junior or senior undergraduate or graduate student
- Major or minor in Graphic Design or Graphic Communications
- Proficiency in Adobe InDesign, Illustrator, and Photoshop
- Ability to work well under pressure
- Must have own laptop

COMMUNICATION INTERNSHIP

Reports to:

Project Coordinator

Commitment:

12-20 hours per week

Starting Date(s):

a) November 2015

b) March 2016

Internship Duration:

4 months

ROLES & RESPONSIBILITIES

- Serve as a spokesperson for BDW and communicate regularly with participants
- Effectively communicate information to participants/partners
- Assist in developing the BDW 2016 program, catalogue, and report
- Assist with marketing and social media
- Coordinating event schedules and logistics
- Manage administrative tasks
- Identify potential BDW participants
- Assist in drafting, editing, and proof reading texts and materials
- Update Beirut Design Week website and mobile application contents
- Assist in distribution of printed materials and collection of payments

QUALIFICATIONS & PREFERENCES

- Completed or working toward a university degree, preferably in a related field (e.g., communication, marketing, business, public relations, arts, design, architecture, etc.)
- Microsoft office literate (e.g. Word, Excel, etc.)
- Ability to work well under pressure
- Ability to communicate in a professional and a respective manner
- Self-motivated and detail-oriented
- Dependable, punctuale, creative, flexible, and able to maintain confidentiality
- Excellent skills in written and verbal English; French is a plus
- Must have own laptop

EXHIBITION DESIGN INTERNSHIP

Reports to:

Project Manager

Commitment:

12-20 hours per week

Starting Date(s):

March 2016

Internship Duration:

3 months

ROLES & RESPONSIBILITIES

- Assist in developing overall visual of the BDW exhibitions
- Create 3-D renders (if AutoCAD literate)
- Follow up on execution
- Help exhibitors with installation

QUALIFICATIONS & PREFERENCES

- Completed or working toward a university degree in Architecture, Interior Architecture, Product Design, Experience Design, Graphic Design]
- Literate on AutoCAD / Rhino/ Adobe Photoshop and Illustrator
- Ability to work well under pressure
- Ability to communicate in a professional and respective manner
- Self-motivated, detail-oriented, with good organizational skills
- Ability to communicate ideas clearly
- Dependable, punctuale, creative, flexible, and able to maintain confidentiality
- Must have own laptop

VOLUNTEERING OPPORTUNITIES

We also incorporate volunteers in our program, because we believe in the strength that comes from growing, retaining members, and enhancing the center's programs. In addition to the sense of ownership that volunteers gain when they become visible advocates for the organization, we believe that working with volunteers extends the resources and potential of the organization. Interested applicants who cannot commit to more than 12 hours a week can join our team as volunteers. Our volunteering opportunities are flexible and personalized to each applicant.

Design background is not a must, but there is also room for volunteers who have less of a design background and providing them with an opportunity...

ROLES & RESPONSIBILITIES

- Events and operations coordination
- Distribution of marketing collaterals
- Administrative work
- Hosting guests at various events

TIME AND AVAILABILITY

Roles and task vary depending on the volunteer's availability. Event-specific volunteers will typically be asked to commit for full days. Volunteers participating in the planning process will be asked to commit over several months based on their schedule.

REQUIREMENTS AND PREFERENCES

If you want to volunteer with MENA Design Research Center, you must:

- Be proactive in identifying tasks that need to be completed
- Be a community-minded and sociable individual
- Be team-spirited and cooperative
- Be open-minded and respectful
- Be interested in nonprofit management and community development
- Act as BDW ambassador and be committed to maintaining its reputation

APPLICATION PROCESS

If you are interested to be part of our team, please send your CV and a cover letter to:
abbas@beirutdesignweek.org

Applicants applying to the graphic design or exhibition design internships must also provide us with a portfolio. All files should be in PDF format; for large files please use wetransfer.com or send us a download link.

APPLICATION DEADLINES

Design Research Internship: October 11, 2015
Graphic Design Internship: February 1, 2016
Communication Internship: October 11, 2015 (for November position)
February 1, 2016 (for March position)
Exhibition Design Internship: February 1, 2016
Volunteers: Open throughout the year

Accepted applicants will be contacted through email and will be requested for an interview. Interns and volunteers are required to attend a full day capacity building training before the start of the internship and throughout the program.

INTERNATIONAL APPLICANTS

The program is also open for international applicants who are interested to come to Lebanon, to learn about the design culture in the MENA region, and to work in a socially-driven environment. We offer our international applicants support in finding good accommodation.

CONTACT INFO

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