

MENA DESIGN RESEARCH CENTER  
& BEIRUT DESIGN WEEK  
INTERNSHIP PROGRAM 2018



**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](http://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 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 2018.

## 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

## GRAPHIC DESIGN INTERNSHIP

### ROLES & RESPONSIBILITIES

- 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
- Animation skills is a plus
- Ability to work well under pressure
- Must have own laptop

## COMMUNICATION INTERNSHIP

### ROLES & RESPONSIBILITIES

- Serve as a spokesperson for BDW and communicate regularly with participants
- Effectively communicate information to participants/partners
- Assist in developing the BDW 2018 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 communicate in a professional and a respectful manner
- Self-motivated and detail-oriented
- Dependable, punctual, creative, flexible, and able to maintain confidentiality
- Ability to work well under pressure
- Excellent skills in written and verbal English; French is a plus
- Must have own laptop

# EXHIBITION DESIGN & PRODUCTION INTERNSHIP

## **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)
- Preferrably literate on AutoCAD or 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. We believe in working in multi-disciplinary teams, and we welcome volunteers with less of a design background.

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.

### **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

To apply, follow this link to fill the application form:

<https://goo.gl/bqoDfr>

Applicants applying to the graphic design or exhibition design internships must also provide us with a portfolio. If you have an online link to it please fill it in the form, if not then send as an email in PDF format to **abbas@beirutdesignweek.org**

### APPLICATION DEADLINES

Application Opens: Friday, February 2, 2018

Application Closes: Wednesday, February 28, 2018

Internship Duration: From March 2018 until June 2018

Beirut Design Week 2018 Dates: June 22-29

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.

**\*\*\*\* Please note that the number of interns we take in are very limited, for this reason MENA DRC / BEIRUT DESIGN WEEK reserves the right to prioritize applicants who apply first.**

## CONTACT INFO

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