

Position Summary:

The Graphic Design Intern (paid position) is responsible for providing support for the marketing department through a variety of channels, print, digital, web, video and other as assigned. The Graphic Design intern will report to the Marketing Director and will assist with the development and design of various graphics and collateral event materials as well as a variety of other creative tasks as assigned. The Graphic Design Intern will also be assigned various website updates utilizing Wordpress.

The Graphic Design Intern's primary duties include but are not limited to:

Prepare images to coincide with social and blog posts

Assist with website and blog updates via Wordpress

Creation and updates to various collateral

Assist with video production (shooting, editing, etc)

Other projects as assigned

Job Requirements:

Excellent computer knowledge for both MAC and PC environments. Must be proficient in basic design programs including Adobe Creative Suite and general knowledge of video editing software. Writing and proofing skills are also required.

Excellent communication skills (written and verbal) and administrative skills are necessary.

Ability to work independently and complete assigned tasks within identified time frames

Organized, dependable and detail oriented

Team Player

Quick Learner and Efficient

High sense of urgency

Able to work well under pressure

Qualified Candidates should send their resume and a digital portfolio in confidence to:

kristie@marketlubbock.org

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