

1301 Washington Road, Westminster MD 21157 https://[www.carrollmediacenter.org/](http://www.carrollmediacenter.org/)

# Position Description: Intern-Marketing and/or Graphic Design

**Interested Applicants: Submit cover letter and resume to** **b shifflett@carrollmediacenter.org**

**Overview:** The Marketing and Graphic Design Intern is responsible for assisting the Marketing Director with continued branding and outreach of the Community Media Center. This position will work under the Marketing Director to promote CMC and community events/productions through social media, video, print materials, and maintain relationships with our partners. Position’s expected weekly commitment: between 6-8 hours minimum. High school and college students are encouraged to apply. This internship is unpaid, but eligible for academic or course credit if approved by your educational institution.

# Education/Experience:

1 year of Photoshop experience required. This is an unpaid entry level internship position so a background in marketing is preferred but not required. Initiative, self-management, and great communication skills are essential.

# Required Skills/Abilities:

* Ability to lift up to 30lbs
* Ability to stoop, kneel, crouch, or crawl
* Ability to stand and/or walk at 2-3 hour intervals
* Ability to work independently
* Ability to operate OSX and PC operating systems
* Ability to utilize Google Suite
* Familiar with Graphic Design tools (Adobe or other online graphic tools)
* Maintaining a valid and updated drivers license
* Ability to operate their own vehicle for transportation
* Familiar with Social Media and online video distribution platforms
* Possess good oral and written communication skills and multitasking abilities
* Ability to adhere to strict deadlines
* Possess great time management skills
* Knowledge of photo composition to take photos for marketing purposes
* Flexible schedule to meet marketing needs
* Ability to provide feedback to CMC staff on a regular basis to help improve the internship program

# Essential Job Functions:

* Research and curate the “Top 5” things to do in Carroll County each week
* Design graphics for various CMC and community productions for use on multiple platforms
* Assist with CMSportsNet graphics, videos, social media and marketing materials
* Research and recommend social media marketing plans
* Create and schedule digital signage promotional bulletins
* Develop instructional quick guides for the Marketing team
* Assist Marketing Director with web design and implementation
* Prepare presentations for various audiences to promote the CMC
* Provide technical assistance to CMC Media Makers and Members
* Take photos of CMC events to promote the organization
* All other job functions assigned by Marketing Director