



**Internship Title:** Design And Visual Media Internship

**Duration:** 3 Months **Compensation:** \$500 stipend + Commission + Academic Credit

**Description:**

Our Design and Digital Media Interns are responsible for managing our growing network of social media support for libraries. You will be in charge of creating compelling images, videos, and social media posts as well as scheduling and maintaining our wide network of social media profiles. You may have the opportunity to create content that is specific to local campaigns or more general content for national advocacy. We will teach you the underlying political and community organizing theory and social engineering to help you find small donors and identify supporters of library causes.

**Duties:**

- Develop creative and engaging graphic design to be used in social media, emails and other necessary communication
- Coordinate visual media necessary for communication campaigns, including photography and graphic design

**Qualifications:**

- Creative and forward-thinking
- Proficiency in Adobe Creative Suite (PhotoShop & InDesign Illustrator specifically) and social media tools and platforms
- Excellent understanding of Microsoft Office suite (in particular, Word, Excel and PowerPoint)
- Self-motivated, good organizational skills, detail-oriented, multi-task and meet deadlines
- Accuracy and attention to detail, and ability to show initiative and work independently.
- Studying towards / educated to postgraduate level in a related subject
- Proficient command of English grammar and spelling

**Skills:**

- Excellent computer knowledge for both MAC and PC environments
- Excellent communication skills (written and verbal) and administrative skills
- Organized, dependable and detail oriented