



## Graphic Design Internship Description

Come work with a young, energetic group of IT professionals! We are looking for an open-minded, creative individual to contribute to our marketing and branding efforts.

- Receive school credit
- Build your resume and portfolio with professional experience
- Work with an innovative, team-oriented technology firm
- Learn valuable business and technology skills while nurturing personal growth

The part-time position based in New York City, provides artistic support to the Marketing and Sales Department. You will report to the Project Manager and will primarily work **remotely** (from the comfort of your own home!). Regular Skype check-ins may be required. \*This is an unpaid internship.

### RESPONSIBILITIES

Duties include but are not be limited to the following:

- Create digital images for company image database
- Communicate with SGU Team to understand image requirements and vision
- Provide artistic input for branding materials, website and social media photos
- Create marketing collateral for events, including brochures, invitations, logos, posters, and kits for distribution;
- Develop artistic company branding materials;
- Design webpage graphics using illustration or photography;
- Format new publications and update old publications into new design templates as necessary;
- Graphically display processes and terms
- Collaborate with the department to brainstorm themes, videos and layouts for company and client webpages; and
- Video editing experience is a plus.

### QUALIFICATIONS

- Artistic eye, creative ability, accuracy and patience
- Proficiency in Adobe Creative Suite programs, including InDesign, Illustrator, and Photoshop. Also, MS Word and MS PowerPoint
- Pursuing a graphic design degree or certification or holds a degree in a related field.
- Exceptional interpersonal and organizational skills



The position will require roughly 10-15 hours per week, lasting roughly 3 months. We are flexible and willing to work around student schedules. When applying, please submit a resume, cover letter and sample of your work to [abbie@sguconsulting.com](mailto:abbie@sguconsulting.com).

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