



## **CHARLES COUNTY PUBLIC LIBRARY**

*Mission: The Charles County Public Library creates opportunities for the community to engage, discover, and learn.*

*Vision: We are the trusted source for connecting everyone to endless possibilities.*

### **Graphic Design Intern- Unpaid internship, no travel stipend**

We are looking for an enthusiastic graphic design intern to join our marketing department and provide creative ideas to help achieve our goals.

As a graphic design intern, you will collaborate with our marketing team in all stages of marketing campaigns. Your insightful contribution will help develop, expand and maintain our online, print and web presence.

You will have the opportunity to work on projects in the marketing department, get exposure to day-to-day operations and have a successful and meaningful internship. Bring your ambition, enthusiasm and big ideas to this internship and you will have a great experience!

This internship will help you acquire graphic design skills and provide you with knowledge of various graphic and marketing strategies. Ultimately, you will gain broad experience in graphic design and should be prepared to enter any work environment.

**Reports to:** Marketing and Development Manager

**Location:** La Plata, MD

The Graphic Design Intern will gain experience in the following:

- Assist our Marketing and Development Manager in building marketing collateral
- Design ads used across our social and traditional channels, including Facebook, direct marketing, and partnerships
- Assist with design changes to the website
- Create personalized designs and standardized templates
- Assist in brainstorming concepts for upcoming projects
- Prepare promotional material

- Create digital and print assets to support marketing and re-branding
- Design and create email campaigns
- Contribute to visual development of the brand

**Qualifications:**

- Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in Marketing or Graphic Design;
- Excellent customer service skills to both internal and external customers: smiles and is approachable; acknowledges customers; is courteous; and responds to customer requests;
- Creative and Flexible
- Strong communication skills
- Organized, with an ability to prioritize time-sensitive assignments
- Proficiency with Adobe Design Suite;
- Intern must be able to work independently and maintain confidentiality
- Intern must conduct themselves in a professional manner

**Physical and Environmental Conditions:**

Work requires routine physical effort in the handling of moderately heavy materials of up to 40 pounds. Work requires standing for long periods of time and some stooping and bending.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, libraries, classrooms or meeting and training rooms, e.g., use of safe work place practices with office equipment and observance of fire and building safety regulations.

**\*Internship is contingent upon successful completion and satisfactory results of background check.**

Please forward resume and cover letter to Tisha Tyler, Marketing and Development Manager, Charles County Public Library at [ttyler@ccplonline.org](mailto:ttyler@ccplonline.org).