

## **Brazos Valley Economic Development Corporation Bryan, TX**

**Job Title:** Graphic Design/Marketing Intern

**Average Hours/Week:** 10-15 (possible to work 400 over two semesters for internship credit)

**Schedule:** Weekdays during the day (9am-5pm). We will work around your class schedule

**Graphic Designer Job Purpose:** To prepare visual graphics and presentations by designing art and copy layouts and to assist with marketing and advertising promotions for the Brazos Valley Economic Development Corporation.

### **Graphic Design/Marketing Intern Job Duties:**

- Works with team to determine graphic vision of each project.
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Obtains approval of concept by submitting rough layout for approval.
- Prepares finished copy of graphic project.
- Assist Communications & Marketing Manager in marketing and advertising promotional activities for BVEDC (e.g. social media, email marketing and website)
- Help in the ordering of print marketing collateral
- Support the BVEDC staff in daily administrative tasks, including updating and managing office documents and data.
- Serve as a BVEDC representative at some BVEDC events
- Provide support to the BVEDC staff at events.

**Qualifications:** Graphic Design & layout Skills, Creative Services, Creativity, Flexibility, Attention to Detail, Deadline-Oriented, Acute Vision, Ability to handle rejection of designs and willingness to make modifications/edits

**Skills:** Knowledge of Adobe Creative Suite: Photoshop, Illustrator & Indesign; Dreamworks & Flash not required but highly recommended; Knowledge of Social Media & creating images for Social Media outlets; Knowledge of HTML & WordPress, Squarespace and/or Wix website editing also recommended.

**How to Apply:** Please provide your resume and a cover letter stating why you would be a good candidate for this internship. Email resume and cover letter to Erin Gough at [egough@brazosvalleyedc.org](mailto:egough@brazosvalleyedc.org)

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