Leon County Community Media Relations

**Graphics Design Intern**

- Work with design programs, such as Adobe CS5 to create artwork for the County’s promotional materials and much more.
- Interns will have the opportunity to photograph County events, employees and landmarks on a daily basis.
- Help develop the County’s photo website to share photos from special events and community activities.

**Major Objectives:**

- Assist Community and Media Relations and other senior staff with day-to-day operations.
- Create promotional materials for external and/or internal distribution using Adobe CS5.
- Attend County events as photographer or photographer’s assistant.
- Process and select photos from events; upload selected photos to the County’s photo website.
- Update the County’s Information Channel that runs on Comcast Channel 16.
- Prepare slideshows to be shown during County Commission Board Meetings.

**Responsibilities:**

- Candidates must at least be a junior or senior pursuing a degree in Graphic Design, Photography, Communications, Art, or a related field.
- Knowledge of the general operational practices of state and county government.
- Basic knowledge of design principles; minimum entry-level design/art courses required.
- Skill in Adobe InDesign, Photoshop, Illustrator, Bridge.
- Working knowledge of Microsoft Powerpoint and Word.
- General photography knowledge using a digital SLR camera.
- Creative-minded individual who can think and act quickly on his or her feet.

**Qualifications:**

- This is a part-time and unpaid Graphic Design internship to assist Public Information Officers in the Leon County Community and Media Relations.

**Internship Program contact**

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