



ACG Graphic Design Intern Job Description

ABOUT **ACCENT CREATIVE GROUP**

You spend a significant amount of time at work, so why not make it fun? Here at Accent Creative Group, we enjoy what we do, and it shows! Many clients say that's why they love working with us.

For more than 16 years Accent Creative Group has worked with clients in B2B companies, hospitality organizations and local government agencies across the state. Specialties include public relations, branding, print and digital marketing, web development and custom publishing. Our work has garnered more than 40 regional, national and international recognitions.

ABOUT **THE CANDIDATE**

ACG is seeking an organized, self-motivated, talented creative to act as a part-time graphic design intern. The right candidate will be a new graduate or current college student of graphic design. Experience with programs such as Adobe Creative Suite (InDesign, Photoshop, Illustrator) are a must and Wordpress would be a plus.

ABOUT **THE JOB**

ACG interns support the team by designing ads, brochures and other marketing materials, proposals, social media and website graphics, and other items as needed by the design team. Responsibilities include, but are not limited to:

RESPONSIBILITIES:

- Support design team by creating and designing print and digital materials
- Adhere to brand guidelines and complete projects according to deadline
- Assist with photo picks for designs, photoshop as needed
- Retouch and manipulate images
- Flow copy into templated layouts for publications
- Design client ads
- Create ACG social media graphics
- Organize client files on server and Dropbox
- Build a bank of graphics for future ACG social media
- Build a bank of graphics for retained social media clients
- Design templated ACG pricing guides
- Design templated ACG proposal formats
- Create web graphics
- Additional tasks as needed

EXPECTATIONS:

- Basic knowledge of layouts, typography, line composition, color, and other graphic design fundamentals
- Experience with Indesign, Adobe Photoshop and Illustrator
- Strong creative and analytical skills
- Compelling portfolio of graphic design work

BENEFITS:

- Work on a wide range of graphic design projects
- Receive guidance and feedback from successful graphic design and agency professionals
- Attend weekly meetings and participate in networking events
- Flexible schedule for students
- Compensation available

REQUIRED SKILLS:

- Proficient with Adobe Creative Suite
- Organized
- Reliable
- Personable
- High-energy
- Good communication skills
- Professional demeanor
- Proficient multitasker
- Responsive to feedback
- Self-motivated
- Attentive to detail
- Familiarity with WordPress is a plus

IMPORTANT INFORMATION:

Job type: Part-time, on-site

Education: College student or new grad

Experience: 2+ years

Start Date: ASAP

Rate: \$15/hour

HOW TO APPLY:

To apply, please send a cover letter, resume and portfolio samples to pam@accentcreativegroup.com.

Visit our website to learn more about our company, team traits we look for, and perks we offer.

