

Design Intern Job Description and Internship Plan

Goal

The goal of the Design Internship Program at Big Presence is to provide an opportunity for real world application of design concepts and softwares learned in the academic environment. Secondly, Big Presence Design Interns will benefit from the opportunity to begin building work history for the post-graduation resume.

Mentorship

Big Presence honors the internship experience as an opportunity to provide mentorship. Our executive leadership is highly invested in the program, and interns get the chance for one-on-one interaction with our CEO and Creative Director.

Job Description

At Big Presence, Design Interns are encouraged to learn and grow throughout their time with us. Primary responsibilities and opportunities for learning will include:

- Photo selection and editing in Adobe suite (including Photoshop and Illustrator)
- Landing page, website page and digital marketing asset design
- Designing ads for display networks and social media
- Brand Development for Clients
- Assist with website updates via WordPress, HubSpot and other CMS systems
- Assist with video production and edits

We expect our part time Design Interns to work primarily out of our Newport Beach, CA offices for an average of 15 hours per week for the summer semester. Parking is provided.

Candidate Requirements

While we are ready to teach, we also want our interns to have a head start on the skills and technologies that will provide an opportunity for success and higher level learning. Here are some basic requirements to start with:

- Enrolled at an accredited collegiate institution in a Bachelor's degree or equivalent design program; upper division students preferred
- Must be able to receive college credit for your internship
- Basic operating knowledge of the following web and desktop applications is required:
 - Google Applications (Drive, Documents, Sheets, Slides)
 - Gmail
 - Adobe Creative Suite
 - Mac programs (we are an Apple shop)
- College level writing skills are required; great writers preferred
- Communication and work ethic are absolutely essential
- Must have own laptop and reliable transportation