



1301 Washington Road, Westminster MD 21157
<https://www.carrollmediacenter.org/>

Position Description: Marketing and Graphic Design Internship

Internship Type: Temporary unpaid

Openings: Fall, Winter and Spring semesters

Interested Applicants: Submit cover letter, [CMC Internship Application](#) and resume to rkamel@carrollmediacenter.org

About The Community Media Center

The Community Media Center of Carroll County (CMC) is a non-profit community media access center serving Carroll County and the surrounding area. The mission of Community Media Center is to provide innovative digital technologies and content to inform, engage and connect the many voices and interests of our communities. Founded in 1989, the CMC is a nationally recognized Community Media Center focusing on access to media and technology and the creation of local content on cable and digital media platforms. The CMC offers an array of services including outreach, training, production facilitation, production/creative and digital distribution. Our primary objective is to increase the amount of local content by, for and about the Central Maryland region.

CMC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. CMC makes hiring decisions based solely on qualifications, merit, and business needs.

Overview: Openings fall, winter and spring semesters. The Marketing and Graphic Design Intern is responsible for assisting the Marketing Director with continued branding and outreach of the Community Media Center. This position will work under the Marketing Director to promote CMC and community events/productions through social media, video, print materials, and maintain relationships with our partners. Position's expected weekly commitment: between 6-8 hours minimum. High school and college students are encouraged to apply. This internship is unpaid, eligible for academic or course credit if approved by your educational institution.

Education/Experience:

1 year of graphic design instruction and Photoshop experience required. Experience with Adobe Illustrator, After Effects, In Design a plus. Experience with animation or nonlinear editing is helpful but not required. This is an unpaid entry level internship position so a background in marketing is preferred but not required. Initiative, self-management, and great communication skills are essential.

Required Skills/Abilities:

- Familiar with Graphic Design tools (Adobe or other online graphic tools)
- Familiar with Social Media and online video distribution platforms
- Knowledge of photo composition to take photos for marketing purposes
- Typography design knowledge
- Ability to operate OSX and PC operating systems
- Ability to utilize Google Suite
- Ability to work independently
- Possess good oral and written communication skills and multitasking abilities



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- Ability to adhere to strict deadlines
- Possess great time management skills
- Flexible schedule to meet marketing needs
- Ability to provide feedback to CMC staff on a regular basis to help improve the internship program
- Ability to lift up to 50lbs
- Ability to stoop, kneel, crouch, or crawl
- Ability to stand and/or walk at 2-3 hour intervals
- Access to reliable transportation for off and on-site assignments or events

Essential Job Functions:

- Design static graphics and/or animations for various CMC and community productions for use on multiple platforms (Including but not limited to: print, broadcast, social media, billboards, marketing specialties)
- Assist with creation of CMSportsNet graphics, videos, social media and marketing materials
- Create and schedule digital signage promotional bulletins
- Research and curate the "Top 5 things" community calendar each week
- Assist Marketing Director with web design and implementation
- Prepare presentations or infographics for various audiences to promote the CMC
- Research and recommend social media marketing plans
- Develop instructional quick guides for the Marketing team
- Take photos of CMC events to promote the organization
- All other job functions assigned by Marketing Director