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# Example of Graphic Design Internship Job Description

Our growing company is looking to fill the role of graphic design internship. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for graphic design internship

* Apply best practices in user interface and interactive design
* Improve cataloguing, indexing, and backups of all digital imagery and new graphic projects
* Be a key member of creative kick-off sessions for marketing projects
* Manage various forms of cinematography & photography
* Work under tight deadlines and complete multiple projects independently
* Exhibit enthusiasm, passion, creativity, and commitment to our company culture
* Prepares appropriate files for vendors
* Assisting on web-based project needs as necessary
* Assisting with general communication tasks including – but not limited to – creation and editing of PowerPoint templates and presentations
* Researching and responding to requests for digital assets

## Qualifications for graphic design internship

* Current undergrad enrollment in a Fine Arts or related program
* Submission of a current college transcript and portfolio of your work
* Ablility to quickly adapt to change and shift gears frequently
* Must have a creative mindset and be able to bring a unique perspective to the table
* Previous internship experience with creating and promoting videos and other visual assets
* Experience with the use of video equipment and editing software