Downloaded from <https://www.velvetjobs.com/job-descriptions/intern-content>

# Example of Intern, Content Job Description

Our innovative and growing company is searching for experienced candidates for the position of intern, content. 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 intern, content

* Complete content-related tasks on a timely basis
* Upload and schedule monthly newsletters
* Find/upload relevant imagery as needed
* Participate in relevant meetings as needed, including production meetings, event-planning sessions and creative briefings
* Collaborate with proposal managers, sales engineers, product managers and professional services to develop and update content for customer proposals
* Update proposal library and Content Management System (CMS)
* Serve as a point of contact for CMS changes and issues
* Opportunity to work on multifaceted smart utilities/energy/cities and Internet of Things (IoT) proposals
* Create marketing collateral (think email copy and Snapchat filters) to market our student-facing products – don’t worry if you’re not a designer, we’re looking for you to bring great content marketing ideas to the table and help us execute them by writing strong headlines, great copy and more
* Set-up and breakdown of livestream set

## Qualifications for intern, content

* Experience with design software, specifically Photoshop, Illustrator and InDesign preferred
* Pursuing an Associate or Bachelor’s Degree in Design and Visual Communications
* Experience reporting/writing for collegiate or other publications, sites
* Flickr experience
* Knowledge of photographic techniques, context, and history
* Experience with Wordpress, Sprinklr, and Tumblr