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# Example of Intern, Creative Job Description

Our company is looking to fill the role of intern, creative. 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, creative

* Coordinate tapes to be digitized and utilized for online
* Confirm tape masters are delivered to our Tape Library
* Participate in brainstorms for new initiatives or campaigns for internal and client driven projects
* Lead personal design projects that help drive user activity and behavior through social media, blogs and web based interaction
* Maintain our image library, including photo research
* Help develop print and digital ad mocks from concept to design completion
* Perform basic photo retouching
* Assist with presentation design
* Assist with Logo design, marketing materials, and e-mail blasts
* Assist with Photo Research

## Qualifications for intern, creative

* Industrial, interior or architecture major
* Working on BA/BS degree in Production, Marketing, Liberal Arts or TV/Radio/Film preferred
* Previous experience in Video Post Production with an emphasis in Marketing preferred
* Assist designers with concepting, collaborating and building prototypes
* Previous work experience in similar environment
* Work well as part of a busy team and keep calm under pressure