



# VALLEY FORGE

TOURISM & CONVENTION BOARD

## MULTIMEDIA/GRAPHIC DESIGN INTERN

### **SUMMARY:**

The Valley Forge Tourism & Convention Board seeks an energetic multimedia/graphic design intern who is interested in supporting the Marketing and Communications Department efforts in marketing and promotion of the Valley Forge area and Montgomery County as a convention site and leisure visitor destination.

### **RESPONSIBILITIES:**

The intern will work under the supervision of the Creative Manager, who is responsible for all creative and design work coming in and out of the VFTCB. Responsibilities include:

- Design clear engaging graphic communications, print and digital, including, but not limited to:
  - brochures
  - direct mail
  - web site graphics
  - social media graphics
  - posters
  - flyers
  - other marketing materials as needed.
- Work closely with the Creative Manager to translate messaging concepts into marketing materials.
- Assist the Creative Manager with other projects.
- Other projects can be tailored to the individual's interests and experience within the marketing department.

### **SKILLS & QUALIFICATIONS:**

- Available 10-15 hours a week.
- Mac preferred.
- Video and photography experience preferred, but not required.
- Preferred degree of study in graphic design/multimedia, marketing, advertising, or closely related field.
- Self-starter. Able to work independently, but also contribute as a collaborative team player.
- Proficient in Adobe Creative Cloud (i.e. Photoshop, Illustrator, InDesign), Keynote and PowerPoint.
- Ideal candidate will be energetic, task-oriented, and creative with a strong work ethic and positive attitude.
- Able to troubleshoot problems and find creative solutions.
- Ability to communicate well with others and maintain a professional demeanor.
- Desire to serve in a nonprofit working environment.

### **WHO WE ARE:**

The Valley Forge Tourism & Convention Board is a private, non-profit membership sales and marketing organization which actively promotes the Valley Forge area and Montgomery County as a convention site and leisure visitor destination by promoting patronage of its member hotels, restaurants, attractions and services.