



February 2024

Internship: Designer

Job Description

Position Title: Design Intern

Position Summary:

Our design internship position supports the Rock Paper Scissors creative team and our clients to successfully design creative and campaigns that are unique and profitable for our clients and Rock Paper Scissors. This position has been crafted to give you as much exposure as possible to the creative process for an agency, mentoring from creative professionals, and hands-on design experience.

Internship Available During: This internship is a part-time position for up to 20 hours per week. We offer hybrid hours, but one day per week must be in our office on either Monday or Tuesday when the leadership team is available to support and mentor your skills. Our team works remotely on Fridays.

Rock Paper Scissors Hours: M-Th 8 am - 5 pm and F 8 am - 1 pm

- Summer
- Fall
- Spring

Pay Rate: \$8 - \$10/hour

Duties & Responsibilities:

- Designs collateral for clients by assignment of the Art Director.
- Delivers projects on or before the deadline.
- Provides client, industry, and project research as needed.
- Develops internal design procedures feedback as needed.
- Maintains digital records of correspondence with clients (Agreements, client project files, and preferences).

Skills & Qualifications:

- **Design Skills:** Beginning level of messaging, typography, color theory, photo and video composition, and layout (ad, brochure, catalog, report, publication, annual report, display, packaging, illustrations, and website). A developing design and messaging process that strives to provide the client with what they want in the first round of creative with the support of our Art Director.
- **Software Knowledge:** Beginner-level proficiency in Adobe Creative Suite (InDesign, Photoshop, and Illustrator), Google Suite (Drive, Docs, Sheets, Slides, and Draw), Zoom, Canva, Markup.io, Dropbox, Monday.com, Email Marketing CMS, and WordPress.
- **Communication Skills:** Proficient and continually improving written, phone, web conference, and in-person communications and presentations.
- **Admin Skills:** Proficient level at file and client asset management.