GRAPHIC DESIGN INTERNSHIP JOB DESCRIPTION

Position Overview
Representative Sargent is a progressive Democrat who represents the north and east sides of Madison and the village of Maple Bluff. Representative Sargent’s internship program provides valuable civic experience and unparalleled insight into the inner workings of state government. Internships in our office are for the duration of one semester for the spring, summer, and fall semesters, with the option to extend upon completion. Graphic design interns in Representative Sargent’s office will expand their portfolio and leave our office with experience applying practical graphic design skills in a professional setting, an understanding of the Wisconsin State Legislature, political messaging, and maintaining social media presence for an elected official.

Our office is extremely active online and on social media, we are a fast-paced, hardworking office, interested in finding new ways to engage our constituents via these media, and someone who can be creative and innovative to this end. This position is overseen and managed by members of Representative Sargent’s staff. Graphic design interns should be able to work no less than five hours per week. Although our office is open between the hours of 8:30 a.m. to 5:00 p.m. Monday through Friday, hours for this position are flexible as work can be completed outside of traditional business hours.

Minimum Qualifications
A baccalaureate degree is not required to become a graphic design intern for Representative Sargent, but continuing education in fields of marketing or graphic design is preferred. Access to a laptop computer and Adobe Creative Suite are required. No preference between Mac or PC operating systems. Applying interns need not have political experience, but should have an interest in government, the political process, and political messaging.

Required Experience and Skills
Interns should be proficient in computer knowledge and intermediate or higher experience in design programs including Adobe Creative Suite. In addition to practical design skills, graphic design interns should have excellent written and verbal communication skills. Ideal graphic interns are capable of working independently and proactively, completing tasks within assigned time frames, and are detail-oriented. Finally, the nature of our work is extremely time-sensitive, so interns in Representative Sargent must demonstrate a sense of urgency and the willingness and ability to work quickly and effectively under pressure.

Duties and Responsibilities
- Create compelling images using Adobe Creative Suite for Facebook, Twitter, and website use
- Develop layouts and content for office marketing materials
- Assist with official legislative website updates via Umbraco
- Occasionally assist with video production and editing
- Assist in developing long-term marketing content and strategies
- Maintain awareness of and be able to incorporate current design and media trends