



VELOCITY TX

Job Title: Graphic Design Intern

Department: Marketing

Supervisor: Director of Marketing and Communications

Position Overview

Are you a creative and motivated student looking to gain real-world marketing experience? VelocityTX is currently looking for a graphic design/multimedia intern to join our fast-moving team. Selected candidate will develop a wide range of deliverables in support of our mission to promote inclusive economic growth in San Antonio.

Essential Duties and Responsibilities

- Create and design print and digital materials, adhering to brand guidelines and meeting deadlines.
- Retouch and manipulate images using graphic design software.
- Collaborate with Director of Marketing and Communications and team on design concepts.
- Execute video editing projects, assist with pre- and post-production tasks.
- Operate cameras, set up lights, and run audio equipment during video production.
- Brainstorm concepts for multimedia projects and applications.
- Capture events on- and off-campus.
- Assist with any ad-hoc duties or projects as required
- Other duties may be assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Currently enrolled in a college or university program, or recent graduate, with a major in Graphic Design or relevant fields.
- Basic knowledge of layouts, typography, color, and design fundamentals.
- Experienced camera operator with the ability to capture photos and videos with a DSLR or similar camera.
- Basic video editing experience.
- Compelling portfolio showcasing graphic design and multimedia work.

Language Skills

Strong communication skills, both written and verbal.

Computer Skills

Familiarity with Microsoft Office 360 products. Proficiency in Adobe Photoshop, InDesign, Illustrator, and Canva.



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Other

Excellent organizational skills and attention to detail. Self-motivated and able to work independently. Strong creative and analytical skills. Comfortable working outdoors in varying weather conditions and able to hike to locations with equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally required to stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Company Culture

At VTX, we foster an inclusive and supportive work environment, encouraging creativity and innovation. Interns will collaborate directly with experienced staff, attend team meetings, and participate in networking events, gaining valuable skills for their future careers.

Benefits

- Work on a diverse range of graphic design and multimedia projects.
- Receive guidance and feedback from experienced professionals.
- Attend weekly meetings and participate in networking events.
- Flexible schedule accommodating academic commitments.
- Competitive salary: \$15/hour for up to 20 hours/week

Application Procedure: Please include a portfolio link along with your resume. Shortlisted candidates will be contacted for an initial interview, followed by a practical task to demonstrate design skills. Apply today!

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.