

IT'S A TRIP®

ALBUQUERQUE

CONVENTION & VISITORS BUREAU

Title: Graphic Design & Web Intern
Department: Marketing, Communications & Tourism
Reports To: Interactive & Design Manager and Web Manager
FLSA Status: Non-Exempt
Schedule: Varied, less than 20 hours per week (**Unpaid**) – Ongoing Open Position

Summary:

The Albuquerque Convention & Visitors Bureau (ACVB), a private, not-for-profit corporation, promotes travel to Albuquerque and is seeking creative, motivated students to intern for any school semester.

The travel and tourism industry is one of the world's largest industries, supporting 277 million jobs.* As a member of the team, interns have the opportunity to expand, develop and exercise new and existing skills while gaining working knowledge of this industry.

Flexible scheduling of intern hours is possible. Graphic Design, Communication, Marketing and related majors are encouraged to apply.

Essential Duties and Responsibilities:

- Learn and maintain the visual identity standards of ACVB (brand adherence)
- Assist with organization of creative assets (photo and video libraries)
- Assist the team with design tasks. Projects depend on intern's native skillsets and interests and may include: web graphics, print ad creation, website updates via CMS, social media graphics, in-house collateral.
- Contribute creative concepts during initial phase of design.
- Support design team with other duties as needed.

Requirements:

- Strong understanding of graphic design concepts
- Refined written and oral communication and organization skills
- Ability to work independently with a strong work ethic
- Strong technical competency, with ability to work in MAC environment
- Proficiency in Adobe Suite (CS5)
- Familiarity with Microsoft programs
- Familiarity with HTML, CSS, or CMS's such as WordPress a plus
- Video editing experience a plus.

Send or E-mail resume and cover letter to:

Attn: Human Resources - Internship
Albuquerque Convention & Visitors Bureau
20 First Plaza NW, Suite 601
Albuquerque, NM 87102
E-mail: jobs@itsatrip.org

*SOURCE: World Travel and Tourism Council