REINGOLD LINK

Design Intern
Fall 2014

Reingold LINK seeks a graphic design intern to tackle a variety of assignments for a full or part-time paid internship. Interns will be mentored by a creative director and will receive practical, hands-on training in creative and production projects. The intern will also participate in weekly meetings with the designer and assist in brainstorming concepts for upcoming projects. The ideal candidate is likely a college student or recent graduate majoring in graphic, interaction design, or a similar field.

Reingold LINK is a boutique Washington, DC consulting and communications firm. We develop cutting-edge strategic communications, community engagement, social marketing, public relations, and advertising campaigns to help our clients translate seemingly insurmountable challenges into opportunities for local success.

Successful candidates will be experienced in:
- Adobe InDesign, Illustrator, and Photoshop
- Microsoft Office, specifically Word and PowerPoint
- Web design knowledge is a plus but not required

Desired qualifications:
- Creative, flexible, enthusiastic, motivated, and hardworking
- Dedicated to making a difference on pressing social issues
- Gracious, professional, diplomatic, flexible, and able to thrive under pressure
- Good communications skills
- Detail-oriented
- Thoughtful and able to maintain a sense of humor
- Open to constructive criticism and feedback

To apply, please email the following as attachments to **Michael Akin** at careers@reingoldlink.com by **Tuesday, September 30, 2014**. Please put "LINK Design Internship" in the subject line.
- A cover letter that answers the following... "I am the single best person for this job because..."
- Resume
- Portfolio samples or a link to your online portfolio

Reingold LINK is an Equal Opportunity/Affirmative Action Employer. Veterans are encouraged to apply. All applicants should carefully review www.reingoldlink.com for a better understanding of our community-based approach to our work.

What you will be doing:
The chosen intern will be working directly with our creative director and project managers to help design print material, display ads, brand identities, websites, and much more.

Expectations:
- Regularly meet with creative director and project managers to discuss goals and brainstorm ideas for projects
- Interpret clients' business needs and develop concepts to suit their purposes
- Research client industries and competition to create unique solutions specific to each client
- Think creatively to produce new ideas and concepts
- Use innovative design when appropriate to further goals and surpass client expectations
- Collaborate with project managers to deliver items on time

Responsibilities:
- Print Design: Create brochures, catalogs, posters, package design, flyers for events, reports, etc.
- Marketing: Work with creative director and project managers to create new ideas for ads, campaigns, and landing pages
- Internal documents: Design internal documents such as presentations, reports, and other documents
- Website Design: Provide basic design ideas (no coding required, but experience is a plus)
- Social Media: Develop customized/branded Facebook, Twitter, etc. pages
- Brand Identity: Create logo, business card, letterhead, etc.
- Other Needs: Provide assistance on other firm projects, such as staffing community meetings (possibly weeknights and weekends)

Requirements:
- Must be self-motivated, hardworking, and able to follow direction and meet hard deadlines
- Must be extremely detail-oriented and possess the ability to work individually and as part of a team when necessary
- Must have working knowledge of typography, grid systems, color, and brand consistency for web and print-based properties
- Proficiency in Adobe Illustrator, Photoshop, and InDesign
- Punctual, reliable, confident, positive, proactive, and organized
- Excitement about the potential for designing for web
- Solid teamwork skills with the ability to work independently

Bonus Skills:
- Experience designing for the web
- Basic knowledge of CSS & HTML