



Job Description – Graphic and Media Design Intern

Title:	Graphic and Media Design Intern
Employer:	Elite Tournaments
Salary:	Unpaid (Stipends may be available)
Application Deadline	Ongoing
Reports to:	Director of Programs and Events
Commitment:	Flexible with min of 10 hrs/week
Working Hours:	Flexible
Office Location:	Mt. Airy, MD 21771 and Offsite

JOB SUMMARY

Intern will assist the Marketing Manager with the design and creation of marketing campaign materials for all Elite Tournaments and Elite Promotions Events. Intern will also create unique logos for upcoming events that will be featured on tournament website, event clothing, and tournament manuals. This is a great opportunity for your work to gain exposure. Graphic Design Interns will also receive hands on experience in all aspects of sports marketing as well as exposure to sports event management.

SPECIFIC DUTIES

Operations

- Create tournament logos
- Modify existing material
- Assist Marketing Manager with creating campaign materials
- Research effective outlets for additional design opportunities
- Maintain contact with vendors and sponsors

Communications:

- Work closely with Marketing, Operations, Business Development, and Recruiting departments to developments marketing and graphic design requirements.

Other Duties

- Assist Marketing Manager as needed
- Other duties as assigned

Necessary qualifications:

- Must be at least 18 years of age and enrolled in your sophomore, junior or senior year at an accredited college or university.
- Knowledge about youth sports and particularly the soccer community in the United States
- Superior oral and written communications skills
- Effective organizational skills for managing multiple tasks
- Knowledge about Adobe Creative Suite, and MS Office Suite
- Must have own computer with appropriate Adobe Creative Suite software

Location

- Intern will be required to work in the office at least 1 day a week
- All other work may be done at the candidates discretion including location and time

Stipend

A Stipend of up to \$1500 is available. The exact stipend amount will be determined based open total work product produced and hours worked.