

The Municipal Research and Services Center (MRSC) is seeking a part-time Production Design Intern to assist the MRSC Senior Designer in the design and production of event materials for Washington Local Government Association Conferences, MRSC publications, internal documents, marketing materials, and PowerPoint presentation assistance for our consultants.

This opportunity is suited for students interested in a design-related career in the nonprofit industry. The intern will obtain hands-on working experience with layout, typography, basic branding, print design and production as well as some web/digital graphic production. The internship will start January 2019 and last through the end of the spring 2019 quarter.

PRINCIPAL DUTIES

- Assist in branding and production of conference materials, such as handbooks, and signage
- Proof E-newsletter formatting before publication using Constant Contact
- Assist with production of new publications and update existing publications as needed
- Assist with production of print newsletter publication and other materials for printing
- Organize photo files
- Assist with formatting and design of training and webinar PowerPoint presentations

REQUIRED QUALIFICATIONS

- Be a registered student of a design or visual communications related program
- Basic knowledge of Adobe InDesign, Illustrator, and Photoshop
- Basic knowledge of Microsoft Office
- Be available to work 10-15 hours per week during the winter and spring 2019

PREFERRED QUALIFICATIONS

- Project management skills
- Knowledge of file prep for both print and web deliverables (color and layout properties)

Compensation: Available for a qualified applicant who is state work study eligible or is on financial aid and can qualify for work study. An internship for course credit is also a possibility, depending on qualifications.

About MRSC: MRSC is a private nonprofit organization devoted to helping local governments in Washington State achieve success. We support effective local government through trusted consultation, research, training, and collaboration. We have an outstanding reputation for providing reliable, unbiased, trustworthy advice and information. We answer questions, collaborate with partner organizations, convene stakeholders, and disseminate information on featured practices and emerging issues.

Our Team: Our 24-person team includes attorneys, policy and financial experts, local government professionals in planning and public works, communications specialists, program and accounting administrators, and information technology staff. We work on a collaborative basis.

To Apply: Please submit a letter of interest and resume to Aimy Enriquez at aenriquez@mrsc.org. Initial review will start on **Wednesday, December 12, 2018**.