

MARKETING AND GRAPHICS INTERNSHIP

Department: Motley Rice LLC, Marketing and Communications

Reports to: Communications Specialist

The Motley Rice LLC Marketing and Communications department collaborates with practice groups, co-counsel, administrative teams and committees to support and promote the firm's philosophy, business development and messaging through print, online and other communications tools and vehicles.

Internship is available for motivated upper-level college students who are majoring in Advertising, Digital and Online Media, Marketing, Mass Communications and Public Relations. We require that students pursue college course credit for interning with our team and will support requirements and course costs to receive credit for his/her work. The position begins in mid-January and runs through April for a minimum of 12 hours per week. The start/end date and scheduling may be flexible. We prefer a work commitment of at least three days per week.

Intern duties and responsibilities:

- Provide input and ideas for graphics and design layouts for print, including newsletters, advertisements, brochures and internal communications
- Participate in marketing meetings as well as team brainstorming and creative sessions
- Research, draft and support social media applications (Facebook, Twitter, Blogging) and contribute to search engine optimization efforts
- Support maintenance of firm and attorney profiles for internal marketing collateral, website, regional and industry publications and directories
- Assist with day-to-day production work flow, including assembling marketing collateral packets and materials needed for business development initiatives
- Proof print and online marketing materials for both internal and external communications as needed with an emphasis on maintaining quality control of graphic standards, optimized design and ethics requirements
- Research and fact check for a variety of projects relating to business development and public relations communications
- Support Marketing Assistant with organization, maintenance and upkeep of office space and supplies including digital and physical filing systems and inventory of premium items
- Contribute to standardization of media center coverage and firm website; maintain electronic archive of firm press coverage

Qualifications and skills:

- College junior, senior or recent graduate pursuing a degree/career in graphics, marketing, design, multimedia or equivalent
- Fundamental proficiency in Adobe InDesign, Photoshop and Illustrator or other graphic design software helpful
- Ability to organize and prioritize work to meet deadlines; detail-oriented
- Excellent communication skills and professional demeanor capable of handling critique and working in a deadline driven atmosphere
- Exposure to integrated communications and marketing plans, tools, tactics, presentations, terminology and concepts helpful
- Professional customer service skills with the ability to listen, ask questions and provide solutions
- Proficiency in Microsoft Office
- Strong verbal, written, research, communication and interpersonal skills
- Willingness to tackle tasks outside of general job description

To apply email a resume, cover letter and work samples to staffing@motleyrice.com before **Jan. 16, 2012**.