



The Georgia Department of Economic Development (GDEcD) Interactive Multimedia Internship Position

Terms and Conditions of Employment

Dates of Internship:	August through November, 2010 (flexible)
Supervisor:	Daniel Skahen, Manager, Marketing Services
Duties:	See attached
Work Hours:	Full time, 40 hours/week Part time, 20 hours/week 8:30 am through 5:30 pm or 8:00 am through 5:00 pm
Lunch and Breaks:	Full-time interns must take a lunch period of a minimum 30 minutes and up to one hour. Up to two 15 minute breaks (one in the morning, one in the afternoon) may be granted for interns working full (8 hour) days.
Person to call if late or absent:	Intern supervisor
Compensation:	No monetary compensation; course credit where applicable
Dress Code:	GDEcD's dress code is business or business casual. Dress slacks/skirts with dress shirts/blouses and jackets are preferred, but khaki-type pants and sweaters are also acceptable. Note that denim, T-shirts with printed slogans/logos or other printed advertisements, patterns or text (concert, travel or event t-shirts, etc.), tennis or other athletic shoes, flip-flops and other similar casual attire is not permitted unless approved in advance for a special circumstance.

The ideal candidates will be working towards a degree in web development/management, multimedia, online advertising or a closely related field, be highly responsible and reliable, and have a high degree of self-initiative.

Send resume and letter of interest to Natalie White at nwhite@georgia.org



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Description

GDEcD is the state's sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, locating new markets for Georgia products, attracting tourists to Georgia, and promoting the state as a location for film, video and digital entertainment projects, as well as planning and mobilizing state resources for economic development.

GDEcD is looking for an intern who is eager to enhance their multimedia skills and amass a solid portfolio of domestic and international projects.

The successful candidate will:

- Be able to work well in a team environment
- Have great multitasking skills
- Sit in on marketing, creative and client planning sessions
- Work with other government agencies and international partners
- Working knowledge of HTML, CSS JavaScript
- Working knowledge or graphic design programs Adobe Photoshop, Flash or Premiere Pro and After Effects

Upon successful completion of this internship the candidate will:

- Receive a letter of recommendation on behalf of the GDEcD internship program
- Develop a solid understanding of tracking social media and site analytics
- Have a chance to network with industry experts and participate in lunch & learn seminars

Interns will have an opportunity to work on one of two interactive projects:

- 1) Along with members of the marketing team, come up with a creative social media campaign that will bring greater awareness to the department's resources for entrepreneurs and existing businesses.
- 2) GDEcD has experienced great success attracting companies to Georgia and we want the world to know. Along with members of the marketing team, the intern will develop a video series that will tell the stories of companies that GDEcD has helped develop or expand in or to Georgia.

Intern Responsibilities will include are not limited to:

- Assisting in the produce online collateral pieces (create and update online newsletters)
- Research and development of innovative online marketing strategies
- Update marketing documents and layouts
- Help implement new processes

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