

Digital Media Intern

Connecticut Office of the Secretary of the State

The Connecticut Office of the Secretary of the State is seeking a **Digital Media Intern** with a passion for educating voters and encouraging participation in the democratic process. The Office of the Secretary of the State works to provide a wide range of services for the people and businesses of Connecticut and is committed to promoting the importance of civic education and civic engagement across the state.

The unpaid internship is conducted out of the Executive Offices in the State Office Building in Hartford and supervised by the Director of Communications. Students have the option to receive credit for the internship by consulting with their advisors and internship directors. While this opportunity may be most appealing to graphic design majors, we encourage students of all majors with relevant experience to apply.

Intern Responsibilities:

- Design digital and print assets, including graphics for social media, informational flyers, email newsletters, and other web content
- Create and edit short-form videos for social media and longer-form videos for the web
- Edit photos for social media and other uses
- Monitor all social channels for relevant trends, comments, and potential issues
- Other duties as assigned

Intern Qualifications/Skills:

- Experience with video editing and relevant software (Canva, Adobe, iMovie, or similar)
- Experience with graphic design and relevant software (Canva, Adobe, etc.)
- Understanding of current social media and design trends
- Self-motivated, adaptable, and eager to learn in a fast-paced environment
- Willing to work on a variety of projects to support the work of the Executive team
- Understanding of professional office setting

Internship requirements:

- Be enrolled in an accredited institution of higher education
- Willing to work a minimum of 12 hours per week
- Hybrid schedule may be available for exceptional candidates who are unable to fulfill all hours in the office

Learning Objectives:

- Hone graphic design and video editing skills
- Learn about industry standards and best practices

- Increase understanding of communication strategies
- Develop interpersonal skills by interacting with employees, interns, and volunteers from a variety of departments and backgrounds
- Learn about the functions and services of the Connecticut state government

Interns are encouraged to take advantage of the many educational experiences occurring around the Capitol campus and in downtown Hartford, including attending public hearings, legislative sessions, press conferences, and sessions of the Connecticut Supreme Court.

To Apply:

Please download and complete the Internship Application, located here:

<https://portal.ct.gov/SOTS/Education/Internships/Internship-Opportunities>. Email the following to sots.internships@ct.gov:

- Completed Internship Application
- Resume
- Cover letter describing why you are interested in the position and highlighting relevant skills
- Sample(s) of past graphic design and/or video project(s)

The Office of the Secretary of the State is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.