Merchants & Manufacturers Bancorporation

Position Description

Position:	Graphic Design Intern	**Type**:	Exempt, hourly, part-time intern (10-20 hours per week)
Department:	Marketing		
Reports to:	Marketing Communications Production Mgr.	**Date**:	October 17, 2005

Position Summary:

This position will work as part of a Corporate Marketing Team assisting in the creation of marketing communication pieces for a $1.5 billion financial services company which is headquartered in New Berlin, Wisconsin. The position will be responsible for creating and/or revising: ads, flyers, newsletters, brochures, statement stuffers, PowerPoint presentations and banners. This position may require some assembly of materials, including mounting pieces to foam core board for presentation.

Principal Responsibilities and Duties:

1. At the direction of the Marketing Communications Production Manager, develop marketing communication pieces including graphic design, photo selection, and creative concept.
2. Create and revise marketing pieces utilizing the templates already created for ads, brochures, statement stuffers, newsletters, flyers, and banners etc.
3. Create from scratch and resize print advertisements, and coordinate the submission of ads for placement in publications.
4. Collect files and send to printers or other vendors once projects are approved for press.
5. Some original creation of projects for special events or promotions.
6. Help the marketing team coordinate special events.
7. Maintain department files and competitive files.
8. Some administrative duties maybe needed for putting together materials for events or meetings.
9. Creating or revising PowerPoint presentations.
10. Working with marketing team, internal staff, outside printers, and other vendors.
11. Other duties as assigned.

Knowledge, Skills, and Abilities:

1. “Can do” attitude.
2. Willingness to learn about the marketing department and the various responsibilities.
3. Willingness to learn more about how to use design software.
4. Experience with Microsoft Suite (Word, Excel, PowerPoint, Outlook), working knowledge of Adobe Illustrator, Adobe Photoshop, Quark XPress, Adobe Acrobat.
5. Ability to use a scanner, copier, fax, printer and digital camera is a plus.
6. Ability to communicate with internal staff to provide proofs, ask, or answer questions.
7. Attention to detail and commitment to good craftsmanship when putting together materials or proofs.

Salary: $7-9 per hour, part-time approximately 10-20 hours per week (can work weekend hours also if desire)

Who To Contact:

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