



DESIGN INTERN

May 2023 - August 2023

QUALIFICATIONS

INTEGRITY + CHARACTER

Brand and reputation are big to us!

- Known for going over and beyond the task and appreciating quality work
- Known for taking initiative
- Known for serving others and having patience with others
- Known for taking responsibility for tasks, faults, and victories
- Known for wanting to learn and read to improve self and others
- Known for confident humility
- Known for being punctual, reliable, and committed
- Known for communicating professionally and being able to adapt to the target audience
- Known for being creative with a strong aesthetic eye
- Known to use social media daily and genuinely enjoy it
- Known for being professional in speech and writing
- Known for being self-motivated and self-disciplined

EDUCATION + EXPERIENCE

- In the process of completing a degree in design, preferably in graphic design.
- Junior or Senior in standing
- Completed at least one design internship with a business.

SKILLS

- Proficiency with Adobe Illustrator, Indesign, and Photoshop with the ability to create and deliver assets for social media and print.
- Strong aesthetic eye and dedication to keeping all content on-brand visually.

- Ability to adapt to client's brand style.
- Proven ability to manage multiple projects/responsibilities/clients through organization, time-management, and self-direction
- A resourceful work-ethic and ability to research to find solutions
- Ability to work remotely and willingness to work flexible hours

RESPONSIBILITIES

DESIGN

- Assist the Design Manager with design projects (print or digital) using Adobe Illustrator, Indesign, Photoshop, and Canva
- Assist with website edits of existing client websites using www.wix.com

MEETINGS

- You will attend the Monday morning Team Meeting and Thursday morning Strategy Meetings each week. These can be attended in-person or via zoom.

STRATEGY (as time allows and as needed)

- Attend internal and client strategies meetings to learn the process and approach to intentional creative strategies for small businesses

BRAND PHOTOSHOOTS (as time allows and as needed)

- Assist Photoshoot Manager with the preparation and errands of photoshoots
- Attend photoshoots and assist Photoshoot Manager and Photographer

LEARNING + MENTORING

- You will gain experience by working with the Design Manager, owner/consultant, and Project/Photoshoot Manager. You will be mentored by Eloise Stewart with private career meetings throughout the internship

COMPENSATION

The Design Intern will be paid per hour at a rate of \$10-12/hour and will have the opportunity to receive class credit. The need will be for 15-20 hours per week. This could vary based on photoshoots and projects.

WORK ENVIRONMENT

The internship is a hybrid working environment where 75% of the work can be done remotely.

We are a local yet remote team based in Auburn/Opelika, AL. You will work from Eloise's home office in Opelika or from your own office. Most clients are located in the area but some are located in Georgia and across the United States. The key to working in the team is a servant-mindset, self-responsibility, and time management.

HOW TO APPLY

Eloise Company LLC. is a branding consulting company that focuses on the details (both visually and through words). This means we are very intentional about how we communicate and we appreciate those who put forth effort in all that they do. Please see our LinkedIn page, social media profiles, and website to fully learn about what we do and preach. If you feel your strengths, skills, and passions align with what we do, we would LOVE for you to apply!

- 1-page resume (PDF only)
- Coordinating cover letter page (PDF only) – please share about your social media experiences and successes you have had building other's brands.
- Optional: Share if you know your Enneagram, Strengthsfinder, or DISC assessment results.
- Coordinating reference page with 2-3 references (PDF only)
- Please include your LinkedIn URL and social media handles somewhere on your materials so we can learn more about you!

APPLICATION PROCESS

1. Apply by emailing Eloise Stewart at eloise@eloisedesignco.com
2. We will review each application and contact applicants who are qualified for a 15-minute phone call with Eloise.
3. If the initial phone call is successful, the applicant will be asked to complete an exercise in branding/social media creative strategy.
4. The next phase is an in-person interview with Eloise if the applicant is able to complete the exercise well.
5. If both the applicant and Eloise want to move forward, a coffee meeting will be scheduled so the applicant can interact with the team
6. If the coffee meeting is successful for both sides, a potential internship offer will follow.