

## Marketing & Multimedia Production Intern

The Marketing & Multimedia Production Intern will work with UCLA Recreation's Marketing department in the strategy, conceptualization, planning, and creation of multimedia content (including, but not limited to: graphic design for both print and online applications, photography, and video) that promotes the position and visibility of UCLA Recreation users, programs, events, and facilities.

In addition, the candidate may also collaborate with Marketing's social media/outreach team and with Recreation's Sales department in the strategy, planning, and creation of their associated projects.

### Job Qualifications

#### *Required*

- Be at least 18 years of age
- Be legally allowed to work in the United States
- Submit to criminal background check
- Possess effective interpersonal skills and a strong desire to learn
- Excellent written, oral, and communication skills
- Be willing to work variable/extended hours
- Strong working knowledge of Adobe Creative Cloud programs (primarily with InDesign, Illustrator, Photoshop for design/photo, and Premiere/After Effects for video)
- Demonstrate technical skills in graphic design, including knowledge of layout, typography, color, image manipulation, and print/web asset production
- Demonstrate technical skills in using photography and/or video equipment

#### *Preferred*

- Photo retouching
- Video editing
- Drawing and illustration

### Job Expectations

- Produce graphic designs for all UCLA Recreation departments and other campus departments as needed. Projects may include the production of signage, collateral, email/social media graphics, photo manipulation, and video editing, among others
- Develop graphic styles and help in developing messaging for Recreation campaigns
- Take photographs and/or video for Recreation programming including but not limited to Youth Summer Camps, lifeguard trainings, instructional classes, and other events
- Archive and organize assets in internal servers and media repositories
- Collaborate with other Recreation units as needed, including attending planning meetings

### Pay Rate

Each intern will be paid \$350/biweekly, plus a full University Housing and Dining plan (the housing and meal package is estimated at \$3,800 and is treated as taxable income by the IRS).



**Apply and Contact:**

To apply, please complete the application found at [www.recreation.ucla.edu/summerinternships](http://www.recreation.ucla.edu/summerinternships).

Please direct any questions about this position to Keli Tashiro at [ktashiro@recreation.ucla.edu](mailto:ktashiro@recreation.ucla.edu).

