



## **Communication Division Intern**

### **Position Description:**

The City of Rockville's Communication Division, including print, television, Web, media and graphics specialists, is seeking qualified interns. The intern(s) will have the opportunity to work across all media in the division. This is an unpaid internship and students must receive college credit to participate.

### **Major Duties** (may perform any or all of the following duties):

Qualified candidates will need to work a minimum of 20 hours per week to assist Rockville's Communication Division. This work includes, but is not limited to, researching and writing press releases; writing articles and taking photographs for the City's monthly publication, Rockville Reports, and for the website; assisting the Rockville 11 cable team with field productions and programs; and collaborating with graphic designers and Web specialists. Interns are given substantial responsibility to research and write enterprise stories and should be able to translate one story from print to television to web copy.

**Minimum Qualifications:** To be considered, qualified candidates must be entering their junior year at an accredited college or university with a background in one of the following areas of study: communication, print and/or broadcast journalism, public relations or media studies. Candidates must provide two writing samples and should be detail- and deadline-oriented, a self-starter and proficient in Microsoft Word. Preferred candidates will also be experienced or interested to work in Adobe Photoshop, InDesign, and Illustrator and Dreamweaver and Flash design for the Web.

**Application Deadline:** Ongoing

### **Contact:**

If interested, send a resume, cover letter and two writing samples to:

Shannon Loomis  
Public Information Specialist  
sloomis@rockvillemd.gov  
P: 240.314.8117

The City of Rockville is an Equal Opportunity Employer.