GANNETT DIGITAL SUMMER INTERN 2014 JOB DESCRIPTION TEMPLATE

SUMMER 2014 INTERN: Graphics Designer / Business Analyst

HIRING MANAGER: Daniel Mazza

LOCATION: McLean

HOURS PER WEEK: 37.5

In search of talented college or grad students looking for an experience enriching paid summer internship. Come join Gannett, a top global digital media and Fortune 500 company, for our 2014 Gannett Digital Summer Intern Program. As part of the Gannett Digital team, you will develop, integrate and apply digital technologies in support of our strategic initiatives. This 8-week (minimum) program offers mentoring from those at the top of their game, networking and real world experience in a fun, start-up like environment. As part of our team, you will work on meaningful and impactful projects as well as connect with other interns and engage in professional development activities supplemental to the job. Come join us!

PURPOSE:

The person will directly report to a Manager within Business Intelligence and ideally have working knowledge of digital products and services provided by the media industry. We are looking for someone with a graphic design background and interest in business analysis. Analyst will produce high quality visuals and graphics which go beyond the capabilities of excel reports and power point. Analyst will also be involved with some high level data analysis around traffic consumption patterns and trends

KEY RESPONSIBILITIES: *Intern duties include:*

- *Generate vital data visualizations/infographics to highlight and increase absorption of the digital analysis*
- *Provide a suite of standardized design templates for various types of analysis like breaking news events, awards coverage, Olympic coverage, etc.*
- *Mentor the Business Intelligence team with the fundamentals of Adobe Illustrator/Adobe Creative Suite*

EDUCATION, EXPERIENCE, SKILLS, KNOWLEDGE & ABILITIES:

- *Business / communications / graphic design (or similar) majors with GPA of at least 3.0*
- *The intern must be well organized, detail-oriented, adaptable and flexible*
- *Must possess strong computer and layout skills*
- *Proficiency in graphic design software is a must.*
- *Strong organizational skills, ability to multitask essential*
- *Business background and interest in business, marketing, and media*
- *Strong research skills, experience with both qualitative and quantitative analysis desired*
- *Excellent communication skill*