

FALL 2016 INTERNSHIP IN DIGITAL MEDIA

MICHIGAN SUPREME COURT

DESCRIPTION

The Michigan Supreme Court Public Information Office is seeking candidates who are interested in further developing skills in communicating about judicial matters and learning more about the administration of courts in Michigan. It's essential that applicants possess excellent communication skills, creativity, the ability to think critically, and a positive, professional demeanor.

RESPONSIBILITIES

- Compile and email daily digest of news headlines
- Shoot/produce/edit short and long-form videos for use on the court website and in social media
- Create graphic design elements for specific marketing campaigns
- Write and disseminate news releases, media advisories
- Create content, monitor analytics for social networks
- Assist with other projects, events as needed

DESIRED SKILLS

Students applying for this position must have proficiency with general video recording equipment and post-production software (Captive, etc), proficiency using Adobe Creative Suite/Cloud software (Photoshop, Illustrator, InDesign, etc), strong written and verbal communication skills, organizational skills, as well as working knowledge of MS Office products.

PREFERRED AREAS OF STUDY

Journalism, Telecommunications, Communications, Marketing/Advertising, Media/PR, Graphic Design/Art, or similar

COMPENSATION, HOURS

Pay is \$10/hour and we will work with academic advisor/s for students also earning college credit. Hours are typically 15-20 hours per week throughout term. Duration is one school term. *(Preference will be given to candidates who are able to start in early or mid-August and who have morning availability at least two days per week.)*

TO APPLY

Submit cover letter, resume, three samples (each) of your design and video work, and three references to:

Stacy R. Sellek
Public Information Manager
Michigan Supreme Court
selleks@courts.mi.gov
[517-373-0035](tel:517-373-0035)