



Design & Production Coordinator Paid Internship

PURPOSE: Internship opportunity for an existing student. Intern will aid in the design and production of a multi-media projects including but not limited to: web design, video production, creation of brochures and posters, etc. that contribute to the corporate mission, operations and strategic goals of SumoQuote.

KEY RESPONSIBILITIES:

- Design and produce videos for marketing and advertising purposes
- Design and prepare illustrations, flyers, brochures, posters and photographic work
- Assist in designing and producing banners and signage
- Assist in web design projects
- Collaborate with management on unspecified communications projects

QUALIFICATIONS:

- College students, pursuing a degree/diploma in Video Production, Graphic Design, or other related field
- Working knowledge of: Adobe Creative Suite Applications and Microsoft Office Suite; MacOS or PC
- Excellent interpersonal and communication skills, both oral and written
- Demonstrate outstanding attention to detail and follow-through
- Some previous office experience, preferred
- Reliable, punctual, honest and friendly
- Capable of working independently, as well as in a team environment
- Interest in interacting with people from diverse backgrounds, being courteous, professional, patient and respectful at all times
- Applicants must submit a design portfolio that includes: a cover letter, resume and sample works in a PDF document or a link to your online portfolio

TIME COMMITMENT: This is a full-time paid position offered in partnership with Venture for Canada. Hours are Monday - Friday, 9am - 5pm.

About SumoQuote: SumoQuote is a fast-growing tech startup based in Calgary, AB. We are a small tight-knit team and are looking for like-minded, creative, collaborators with their own unique perspective to join our team.

To apply, please submit the following to hello@sumoquote.com:

- 1) Cover Letter
- 2) Resume
- 3) PDF File or online link to your portfolio of sample design work or videos