



## UTAH STATE SENATE

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### Senate Digital Media Intern

#### **JOB DESCRIPTION**

The Utah Senate Communications office is seeking a creative digital media intern with a passion for digital storytelling during the 2025 General Session. This position offers an exceptional opportunity to gain hands-on experience in political communications by producing compelling video content and graphics that will engage and inform Utahns about the legislative process.

The digital media intern will collaborate with the communications team to contribute to innovative social media strategies and real-time coverage of the legislative process. This internship is ideal for individuals ready to apply their skills in content creation and digital storytelling while gaining valuable experience in a dynamic, fast-paced environment.

Interns are nonpartisan session staff and do not perform any campaign work. The Utah Senate Communications Office serves all senators and is dedicated to maintaining a neutral stance in all aspects of its work.

#### **RESPONSIBILITIES**

- Work full-time during the 2025 General Legislative Session, under the direction of the deputy chief of staff, to assist in developing and executing innovative social media strategies.
- Create compelling videos, graphics, and written content for platforms including Instagram, Facebook, X, and LinkedIn.
- Assist in real-time coverage of legislative activities, events and key moments during the session.
- Help manage and grow social media engagement by tracking performance metrics and suggesting improvements.

#### **MINIMUM QUALIFICATIONS**

- Strong interest in social media, content creation and digital storytelling.
- Experience creating social media and video content.
- Proficiency with video editing tools (e.g., Final Cut) and graphic design software (e.g., Canva, Adobe Photoshop).

- Excellent communication skills and attention to detail.
- Solid understanding of the different social media platforms, social media trends and how to utilize them.
- Consistent demonstration of responsibility and initiative.
- Ability to complete tasks under deadlines while managing multiple projects.
- Motivated, creative, detail-oriented, adaptable and dependable.
- Team player who also excels as an individual contributor.
- Bachelor's degree, currently pursuing a degree from a university/college or relevant work experience. Communications or related field programs are preferred but not required.

**PAY:** \$4,000 stipend

**START DATE:** January 6, 2025, and ends March 14, 2025 (the start and end dates are flexible).  
*Hours for this position will typically be about 40 hours per week during the general session. Extended work hours may occasionally be required.*

**APPLY:** Email the following documents to [utahsenate@le.utah.gov](mailto:utahsenate@le.utah.gov) with the subject line "Social Media Intern"

### **Required Documents**

- Cover letter
- Resume
- Two to three references
- Two original graphic design examples (Adobe Photoshop, Canva or a similar platform)

**Preferred Samples** (*in addition to the required documents, including one or more examples from the "preferred samples" section is highly encouraged*)

- A video sample showcasing filming and editing capabilities
- The link to any social media platforms you've managed or screenshots of posts you've created

**OPENING DATE:** October 28, 2024

**CLOSING DATE:** Until filled (Applications are encouraged to be submitted by November 26)

### **PHYSICAL ADDRESS**

Utah State Capitol  
350 N State Street, Suite 320  
Salt Lake City, UT 84114