



<b>JOB TITLE:</b> Intern – Graphic Design & Branding	<b>POSITION TYPE:</b> Hourly
<b>DEPARTMENT:</b> Various	<b>HOURS PER WEEK:</b> 10 - 20
<b>REPORTS TO:</b> Various	<b>LOCATION:</b> Las Vegas, NV

## **ABOUT LVGEA**

The Las Vegas Global Economic Alliance (LVGEA) is a public-private partnership dedicated to growing the economy of the Las Vegas region through intentional business attraction, expansion, and connectivity. The Las Vegas Global Economic Alliance (LVGEA) is a dynamic public-private partnership dedicated to driving economic growth and diversification in Southern Nevada while fostering the creation of high-quality jobs. Whether connecting entrepreneurs with essential resources to launch their ventures or supporting Fortune 500 companies in relocating their headquarters to the region, the LVGEA plays a pivotal role in shaping the region’s economic future. Guided by a distinguished Board of Directors composed of influential leaders from both the public and private sectors, the LVGEA is committed to building a brighter future for all Southern Nevadans. As the largest business board of its kind in Nevada, the LVGEA works collaboratively to strengthen the region’s economy and enhance its global competitiveness.

## **POSITION OVERVIEW**

The Graphic Design & Brand Development Intern supports the visual storytelling and brand execution of LVGEA. This role provides hands-on experience in developing creative assets that communicate Southern Nevada’s competitive advantages to business leaders, investors, and site selectors.

The intern will assist in producing high-quality, brand-consistent materials for digital campaigns, investor presentations, events, and community outreach initiatives.

## **ESSENTIAL JOB FUNCTIONS**

- Design and edit digital graphics for website, social media, email campaigns, and presentations.
- Assist with layout and formatting of pitch decks, fact sheets, and economic reports.
- Support development of event signage, name badges, print collateral, and digital displays.
- Conduct brand consistency audits across marketing materials.
- Assist with visual asset management and organization.
- Provide on-site support for event setup and materials preparation.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **KNOWLEDGE**

- Graphic design fundamentals (layout, typography, color theory)
- Brand identity standards and consistency practices

### **SKILLS**

- Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop) or Canva
- Attention to detail and visual consistency
- Ability to translate data into visually compelling graphics

## ABILITIES

- Receptiveness to feedback and iterative design process
- Strong time management and organization

## QUALIFICATIONS

- Junior or Senior undergraduate student; graduate students preferred
- Major in Graphic Design, Marketing, Digital Media, or related field
- Portfolio submission required

## INTERNSHIP DETAILS

- Up to 6-month assignment with planned end date
- Opportunity for extension based on performance and organizational need
- Flexible scheduling within 10–15 hours per week

## WORK ENVIRONMENT

The work environment for this role requires working indoors in an environmentally controlled setting, with potential exposure to sounds and noise levels that may be distracting or uncomfortable. Job tasks are performed in close physical proximity to other people, requiring frequent collaboration and communication. Essential and marginal functions may necessitate maintaining a physical condition suitable for prolonged periods of walking, standing, and sitting, as well as traveling from site to site for meetings, client visits, or events. Additionally, the role involves use of computers, leading to regular exposure to computer screens for research, data analysis, and reporting tasks.

## TO APPLY

- Submit a cover letter, resume, and any relevant work examples to [hr@lvgea.org](mailto:hr@lvgea.org).