



City of Anaheim  
City Manager's Office  
**Volunteer Web Design Intern  
Job Description**

The City of Anaheim seeks an intern to assist the City Manager's Office in graphic design with an emphasis on web design. This internship will give the intern valuable real-world experience in web design, as well as provide them with an understanding of municipal government.

Under general supervision, the intern and supervisor will work to develop the student as a professional and provide exposure to a broad range of duties and responsibilities. The intern will assist and support the needs and requirements of the City Manager's Office, as well as other duties as required. The intern is considered an integral part of the External Affairs/Government Relations branches and as such, their ideas and input will be valued.

The intern must be organized and detail-oriented, possess strong typography and layout skills, and be a graphic design major (emphasis on web design) or other related field with a GPA of at least 3.0. The intern will work at least 15 hours per week during the current quarter/semester, for a minimum of 150 hours. Those hours may be worked in any combination at the discretion of the intern and supervisor.

At the end of the internship, the intern will fill out a written evaluation of the program, and the intern's supervisor will fill out a written evaluation of the intern's abilities and progress. The supervisor can be used as a reference for future job search.

### **Responsibilities**

- As a member of the City Manager's team, will work directly with City departments to integrate design elements into website development plans
- Build out websites in a collaborative programming environment
- Assist in supporting the City website

### **Required Skills**

- Technical skills including a working knowledge of .NET (preferred), Java, C#, Web HTML/DHTML or JavaScript
- Proficiency in using Adobe Creative Suite for image creation and animation (e.g. Photoshop, Illustrator, Fireworks, Flash and After Effects), and digital asset management using Adobe Bridge and Version Cue
- Knowledge of image formats used on the web and how to optimize them for efficient web delivery
- Basic project management skills
- Strong analytical and interpersonal skills
- Ability to communicate effectively at all levels



City of Anaheim  
City Manager's Office  
**Volunteer Web Design Intern  
Job Description**

- Ability to multi-task and solve problems creatively, organized and methodical
- Self-directed, results-oriented, and customer-focused
- Aptitude and attitude to learn
- Willingness to take on new responsibilities and be able to take risks along with demonstrating assertiveness
- Ability to work with a high performance team, build good relationships and establish trust
- Ability to work independently, under pressure, and on a deadline

**Apply By:** Friday, May 15, 2009

**Start Date:** June 1 (flexible)

**End Date:** This internship is expected to last at least the duration of the Summer, with the opportunity to extend if mutually beneficial.

**Compensation:** This is an unpaid internship for students to receive credit for their work.

To be considered, please mail your resume, a complete list of computer software and program proficiencies along with three web design samples to:

**Ann Ora  
City of Anaheim  
200 S. Anaheim Blvd., Suite 733  
Anaheim, CA 92805**

Or email resume and three website design samples to:  
[aora@anaheim.net](mailto:aora@anaheim.net).