



Revolve Solutions LLC

Internship Recruitment Form

Position Title:	Multimedia Intern				
Location:	Alexandria, VA (remote work option may be available)	Semester:	Summer 2025	# of Positions	1-2
Start Date:	May 2025	End Date:	August 2025	Duration:	3-4 months
Salary/ Hourly Rate:	Negotiable	FT or PT?	Negotiable	Hours per Week:	20-40
Type of Opportunity: (Check all that apply)	Intern Only:		Intern w/Possibility of Job: Yes		
	Job w/Internship at Start: Yes		Job: Yes	Contract Position:	
Description:					
We are seeking a dynamic and creative Multimedia Intern to join our team. This role offers a unique opportunity to gain hands-on experience in various aspects of production, including research, photo and video production, script and journalistic and/or technical writing, and graphic design. The ideal candidate is passionate about storytelling, has a keen eye for detail, and is eager to learn and contribute to our projects.					
Possible Responsibilities:					
Research: - Conduct thorough research on assigned topics to gather relevant information and insights. - Assist in identifying trends and developing content ideas based on research findings. Photo/Video Production: - Assist in planning, shooting, and editing photos and videos for various projects. - Collaborate with the team to ensure high-quality visual content that aligns with our brand.					

3. Script, Journalistic, Technical Writing:

- Write engaging scripts for video content, ensuring clarity and coherence.
- Produce well-researched and compelling articles, blog posts, and article.
- Create documents necessary for the pursuit of new business opportunities.

4. Graphic Design:

- Create visually appealing graphics for social media, websites, and other digital platforms.
- Assist in designing marketing materials, including brochures, flyers, and presentations.

Benefits:

- Gain practical experience in a fast-paced and creative environment.
- Opportunity to work on diverse projects and build a strong portfolio.
- Mentorship and guidance from experienced professionals.
- Flexible working hours.

Qualifications:

Technical

- Currently pursuing or recently completed a degree in Journalism, Communications, Graphic Design, Marketing, Business or a related field.
- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, etc.).
- Experience in AI tools for creative design and production.
- Excellent research, analytical and critical thinking skills.
- Familiarity with social media platforms and content creation.
- Basic understanding of SEO principles and best practices.
- Experience with content management systems (CMS) and website maintenance.
- Experienced in Microsoft Office 365 suite of tools with an emphasis on Teams, SharePoint, Excel, Word, PowerPoint, and Outlook is preferred.
- Basic knowledge of photography and videography techniques.
- Willingness to submit for a US Government background check.
- Strong writing and editing skills.

Non-Technical

- Ability to work independently and as part of a team.
- Strong attention to detail and creativity.
- Deadline and detail oriented.
- Strong organizational and time management skills.
- Ability to handle multiple projects simultaneously and meet deadlines.
- Excellent communication and interpersonal skills.
- Possess a proactive and positive attitude, with a willingness to learn and take on new challenges.

Contact Preference:	Phone:	E-Mail: X	Other:
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