

# BE AN INDUSTRY- LEADING SME WITH





# GridSME's Vision

We have a unique company culture at GridSME. The company provides the environment for the industry's experts to grow their careers and provide valuable services to our clients. We want to be the platform where our people can find the intersection between what they are passionate about, what they are good at, and what adds value to our clients and our company. In doing so, we help our clients successfully adapt to the grid's evolution. We intend for you to participate and contribute to this core objective of the company.

## Graphic Design & Videographer Intern

We measure GridSME's success by the caliber of people on our team, the quality of work they produce, and the growth of our fan base over time. You will be expected to drive teamwork and collaboration with the entire GridSME team. We are an agile, growing company and you may be asked to assist with other projects for the company in addition to your regular job responsibilities. Our company fosters an owner's mindset, teamwork, open and candid communication, and continuous learning – all necessary for our team to achieve its objectives. This position reports to GridSME's Director of Marketing.

### **This position's specific job tasks and responsibilities include:**

- Graphic Design & Videography Efforts
  - Work with the Marketing and business development team along with various other practice areas to plan, create, and promote new content via videos, social media, and other marketing content.
  - Think creatively and develop a robust video library for printed and digital content.
- Marketing Support Efforts
  - Assist with maintaining a consistent GridSME identity by following our brand guidelines.
  - Assist with scheduling content to be published on social media at ideal times.
  - Assist with monitoring the social media channels and activities.
  - Assist with managing the GridSME's social media content calendar.
- Overall teamwork
  - Demonstrate flexibility in learning and growing into any and all of our current and future services.
  - Manage projects, engagements, and work with the entire GridSME team. We focus on each other's success.

- Challenge our status quo
  - Continuously work on areas of the company in need of focus and improvement.
  - Offering input to our leadership team.

### **Desired Technical Skills and Experience**

- Basic computer competency.
- Proficient in Adobe Creative Suite (Premiere Pro, InDesign, Illustrator, etc).
- Videography experience, including lighting, audio/video editing.
- Web development and graphic design experience is a plus.

### **Desired Business Skills**

- Ability to adapt to a changing environment and make timely decisions.
- Entrepreneurial spirit.
- Ability to work and communicate with technical and non-technical clients.
- Work collaboratively within a team environment.
- Excellent written and oral communication skills.

## **The Application Process**

With your application for this position, please provide a graphic design or videography work product that you are proud of.

After applying, we will contact promising candidates for an initial phone interview. If there appears to be a match, we will move forward to an in-office interview with our leadership team and others in the company you will be working with. From there, if needed, subsequent follow-up interviews may occur.

# Benefits & Compensation

## Compensation

This is an hourly part-time position working between 20 and 30 hours per week, on average. Certain weeks may be more or less depending on business demands. This position will earn an hourly wage between \$15 and \$20 per hour, negotiable and dependent on experience and skillset. This position is also eligible for a 6% 401(k) match that fully vests immediately.

## Payroll Schedule

Pay is the 5<sup>th</sup> (for the 16<sup>th</sup> to end of month) and 20<sup>th</sup> (for the 1<sup>st</sup> to the 15<sup>th</sup>) of each month.

## 401k Plan

GridSME offers a 401k retirement savings program. GridSME will match all employee 401k contributions up to 6% of your gross cash compensation. Employer 401k match contributions vest immediately. Employer contributions begin with the first payroll period after the employee has worked one full calendar month. For example, if the employee begins on June 15<sup>th</sup>, the employee will be eligible to participate in the 401k program and receive a company match effective the payroll period beginning August 1<sup>st</sup>. In addition, the company has the Profit-Sharing Bonus program described above.

## Work Location

You will work from GridSME's headquarters in Folsom, CA.

## Evaluation Period

The first ninety (90) days of your employment will be treated as an evaluation period when we will assess your performance and fit with our culture. At the end of this 90-day evaluation period, we will hold a performance review session with you to discuss your performance against the job requirements and expectations. If your performance does not meet those requirements and expectations, we reserve the right to end your employment.