

MARYLAND GENERAL ASSEMBLY DEPARTMENT OF LEGISLATIVE SERVICES RECRUITMENT NOTICE

Position(s): Graphic Design Intern (Contractual)
Office of Operations and Support Services (OOSS)
Graphics & Printing Services

Salary: \$15.00/hour

Location: On-site, Annapolis, MD

Application Deadline: January 02, 2026

Description: We are looking for a talented creative Graphic Design Intern who is excited to learn the ins-and-outs of working as part of an in-house design team and works well in a close-knit team. As an intern, you will participate in all stages of design, including conception, drafting, and finalizing for print. You will assist the design team in delivering a multitude of in-house assignments such as stationery, booklets and brochures, charts, posters, tent cards, signage, book covers, newsletters, invitations, programs, nametags, logos, and several other special projects.

Our office is the creative domain for the design, layout, and production of a diverse variety of printed and digital material for Maryland legislators and staff. As an in-house design office, we exclusively service our organization. We work hard to maintain product consistency while balancing changing priorities and short deadlines.

Principal Duties:

- Layout and design for various types of printed and electronic products
- Collaborate with design team to deliver consistent, clear, and readable products
- Offer creative solutions, ideas, and draft artwork for special projects
- Use various design and production tools as well as mounting and cutting techniques
- Prepare artwork files for print
- Assist in maintaining an organized and up-to-date database of creative assets
- Assist with photography and photo editing
- Provide administrative support, including answering phones and working with customers

Qualifications:

- Willingness to learn and grow
- Passion for design, typography, and details
- Experience using basic design software and tools – Microsoft Office & Adobe Creative Suite
- Flexibility to work effectively within shifting priorities and deadlines
- Knowledge of file management
- Ability to work well in a collaborative team environment

Eligibility:

- Currently a student, seeking a degree in graphic design, visual communication, or related field
- Earned at least 60 college credits, with a minimum 3.0 cumulative GPA
- Ability to work a minimum of two full days each week per semester
- A portfolio that demonstrates a strong sense of design, color, and typography

To Apply: Email Resume and portfolio to jobs@mlis.state.md.us and include code 12-25.

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