



**UTAH HOUSE OF REPRESENTATIVES
invites applications for the position of:
Digital Media & Content Intern, House of Representatives, Job #1082**

PHYSICAL ADDRESS: Utah House of Representatives
350 State Street
Salt Lake City, UT 84114

OPENING DATE: Tuesday, May 19th 2026

CLOSING DATE: Tuesday, June 2nd 2026

JOB DESCRIPTION:

The Utah House of Representatives is seeking a creative, organized, and motivated intern to support digital communications and media production. This role is ideal for someone interested in public policy, communications, social media, video production, and emerging media tools.

JOB DUTIES:

- Create short-form social media content for Instagram, X, Facebook, and YouTube
- Assist with video editing, captions, graphics, and digital storytelling
- Clip podcasts, speeches, interviews, hearings, and events into short-form videos and reels
- Draft captions, social copy, and basic digital content
- Monitor trends in social media and political communications
- Organize and manage digital assets and video clips
- Support the communications team during legislative meetings, podcasts, and events

QUALIFICATIONS:

- Familiarity with tools such as Canva, CapCut, Premiere Pro, ChatGPT, or similar creative platforms
- Strong writing instincts and understanding of social media platforms
- Basic video editing and graphic design experience
- Interest in government, public policy, communications, journalism, or media
- Ability to work quickly, take feedback well, and adapt in a fast-paced environment

WHAT TO EXPECT:

- Hands-on experience in government and political communications
- Opportunities to help produce content viewed by statewide audiences
- Exposure to modern digital media workflows and communications strategy

- Experience covering real-time events during the legislative process

Part-time position with flexible hours. Utah-based applicants preferred.

SUPPLEMENTAL INFORMATION:

SALARY RANGE: The pay for this position is \$25 per hour. This position is not eligible for benefits.

APPLICATION INSTRUCTIONS: Send a cover letter and resume to Jennifer Fife at hr@le.utah.gov by Tuesday, June 2nd. Failure to submit both a cover letter and resume as attachments to your email may result in disqualification. Please combine your application materials into a single PDF document.

ADDITIONAL SUPPLEMENTAL INFORMATION:

Employees in this position are classified as exempt under the Fair Labor Standards Act (FLSA).

Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position. The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodation to complete the application process, please contact Jennifer Fife (jfife@le.utah.gov).

Veteran's Preference ([Utah Code Ann. 71A-2-102](#)): An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter from the VA stating the disability percentage granted must also be attached.