

GRAPHIC ILLUSTRATOR INTERNSHIP

ABOUT THE U.S. TRUSTEE PROGRAM

The U.S. Trustee Program (USTP or Program) is a litigating component of the Department of Justice whose mission is to promote the integrity and efficiency of the bankruptcy system for the benefit of all stakeholders—debtors, creditors, and the public. The USTP is a national program with 21 regions consisting of 89 field offices, and has broad administrative, regulatory, and enforcement authorities in bankruptcy cases, including chapter 7 and 13 consumer cases, family farmer chapter 12 cases, small business reorganizations, and complex chapter 11 corporate reorganizations.

OPPORTUNITIES

The USTP seeks to host graphic illustrator interns during the spring 2025 session in the Executive Office for U.S. Trustees (EOUST). The spring session runs from January to May.

We invite you to visit the USTP's Web site at [U.S. Trustee Program | Department of Justice](#).

DESCRIPTION

Supporting the Associate Deputy Director for Management (ADDM), graphic illustrator interns will employ design principles and skills to create unique digital illustrations and other multimedia content for the USTP.

Interns may:

- Develop unique digital icons, graphics, clip art, and other illustrations to be used by the USTP for internal and external content. These designs may be employed in future Program recruitment flyers, infographics, newsletters, and more.
- Consult and collaborate across components to understand and deliver graphic content requests.
- Present designs to EOUST management and incorporate edits in a timely fashion.
- Assist in the development of an internal design style while adhering to existing styles as well as procedural guidelines and restrictions.
- Work or consult on a variety of special design projects as such arise.
- Synthesize information and interpret it into clear, eye-catching visuals.

QUALIFICATIONS

Successful candidates will be recent graduates or current students attending an accredited college or university, preferably studying Illustration, Graphic Design, or related programs. Candidates should be proficient in Adobe Illustrator, Adobe Photoshop, and Microsoft computers and

interface. The ideal candidate will be an organized and motivated individual with a creative skill set and strong grasp of design principles.

During the spring session, interns must generally be able to commit a minimum of 10 hours per week for at least 10 weeks. Interns must be available to work in-person in the Washington, DC office during their internship.

Prior to entry on duty, all interns must undergo a suitability determination based on information provided in their security forms, a credit report, and a fingerprint check. This process can take several weeks.

Applicants must be U.S. Citizens.

SALARY AND BENEFITS

This is an uncompensated internship. Academic credit and transit subsidies are available.

APPLICATION PROCESS

Applicants should submit a cover letter, resume, design portfolio or work samples, and any relevant transcripts and certifications via email to ustp.internships@usdoj.gov. **All documents should be in one PDF.**

The application period for the spring 2025 session ends on **August 30, 2024**. Applications will be reviewed as they are received, and positions may be filled prior to the final deadline.