



Matthew Slaats Consulting LLC  
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## Participatory Budgeting Richmond

*Design Intern*

### Background

In the fall of 2019 the City of Richmond began a process to develop a new city wide participatory budgeting process. The goal of this new initiative is to center the community in making decisions about public funding. In Spring 2023, the RVAPB Steering Committee completed a rulebook that sets the guide rails for this effort to start in 2024.

### Project

We are looking for a graphic designer to layout the rulebook and develop a series of graphics .

**Funding** - \$15/hour total of 100 hours

### Scope of Work

Rulebook Layout – 70%

Develop a comprehensive layout that effectively and clearly communicates/presents the RVAPB rulebook.

- a) Incorporate established branding
- b) Include all content in both English and Spanish (already translated)

Graphics Development – 30%

Design Graphics to help communicate specific ideas in the rulebook

- a) City Map
- b) Timeline
- c) Process

### Timeline

June 1 - Begin work

July 1 - Samples for review

July 15 - Final Review

August 1 – Delivery of Project

### Required Skills

Working knowledge of Adobe InDesign and Illustrator

Understanding of design process

Direct and clear communication

Self motivated and able to stay on deadline

### To apply

Send an email describing interest, one page resume, and design sample to [ms@matthewslaats.org](mailto:ms@matthewslaats.org) by June 1.

### About MSC

Matthew Slaats Consulting (MSC) seeks to center communities in the decisions that impact their lives. We focus on working with city governments and residents to support economic democracy, creative placekeeping, and deep community engagement.