



MARIANAPOLIS PREPARATORY SCHOOL

Graphic Design & Multimedia Specialist:

The Graphic Design & Multimedia Specialist is responsible for the creation of all graphic design in support of the School's overall communications as well as creating and managing content on the School's website and social media. The Specialist will develop a strategic direction for Marianapolis as it relates to visual communications by researching emerging technologies and identifying the needs of the School. As a member of the Communications Department, this Specialist works closely with the team to communicate the mission of the School both internally and externally.

Duties and Responsibilities:

- Create school-wide graphic design marketing and promotional material for internal and external constituents for both electronic and print distribution (i.e. play posters, invitations, advertisements, bi-annual magazine).
- Assist in development and execution of social networking tools and strategies in the School's outreach efforts.
- Direct content strategy and production of videos and photography for several functional areas.
- Work with staff colleagues to create and enhance webpages within the School's website, including the management of web photo and multi-media galleries.
- Generate weekly Google Analytics reports to measure and evaluate traffic on the School's website in order to implement plans for improvement.
- Maintain brand stewardship to ensure that the Marianapolis visual identity, style guide, and brand voice are consistently and strategically applied in all marketing materials and media channels. Serve as an advocate for the proper management of the Marianapolis brands across the School's various programs, academic departments, and centers.
- Occasionally assist with student Media Team.
- Flexibility to work the occasional night/weekend.

Knowledge and Skills Required

- Detailed understanding of current web technologies and emerging trends.
- Proficient in Adobe Creative Suite (Photoshop, InDesign, Illustrator, etc.).
- Proficient in Final Cut Pro or iMovie.
- Knowledge of Google Analytics.
- Excellent written and interpersonal communication skills; ability to work effectively with many constituencies (faculty, students, parents, alumni).
- Well organized, creative, with a high level of integrity, attention to detail, and time management, initiative, and the ability to work in a professional environment with a strong orientation to teamwork.

Please send a cover letter, resume and sample(s) of past work to rrogers@marianapolis.org.

At Marianapolis Preparatory School, all persons shall have the opportunity to be considered for employment without regard for race, religion, natural origin or ancestry, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law. The School does not discriminate on the basis of race, religion, national or ethnic origin, citizenship, age, disability, marital status, sex, sexual orientation, or any other category protected by state or federal law in the administration of employment practices or procedures, promotion, or application of employee policies and benefits.