



Visuals and Publications Manager

JOB POSTING

DEPARTMENT: Marketing & Communications FLSA Status: Exempt
REPORTS TO: Director of Marketing & Communications
POSTING DATES: May 14, 2019 – June 3, 2019

Hathaway Brown School has a rich 143-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, HB has earned a reputation for academic excellence and innovation in the region and around the country. Home of the signature Institute for 21st Century Education, HB has long been devoted to a fusion of cutting-edge curriculum and experiential learning. The HB community is a microcosm of the larger society, with students and faculty who bring a wide range of perspectives and life experiences and who hail from 89 different communities in Northeast Ohio. School divisions include the co-ed Infant & Toddler Center and Early Childhood program, along with top-notch all-girls educational offerings in grades K-12. HB is situated on a stunning 16-acre campus in Shaker Heights, Ohio—just minutes from the cultural attractions of downtown Cleveland.

SUMMARY

The visuals and publications manager captures the character of Hathaway Brown School through design. The ideal candidate can bring ideas to life by creating attractive and cohesive designs for HB's portfolio of digital and print marketing collateral, including publications, advertising, and web graphics.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborate inter-departmentally to deliver creative solutions for marketing Advancement, Admission, academic, special events, and other HB initiatives
- Conceptualize, design, and oversee the production of the semiannual Hathaway Brown alumnae magazine
- Ability to plan and oversee the production process — timeline, layout/paper types, proofing, and vendor relations
- Manage and design all aspects of HB's advertising and sponsorship packages by completing ad buys, adhering to deadlines, maintaining media kits and spec sheets, and processing invoices
- Create visuals for email communications and other digital initiatives, as needed
- Update and publish HB's identity guidelines to ensure internal compliance with brand standards
- Serve as a clearinghouse for all school-generated graphic design
- Assist in managing marketing and communication budget
- Hire photographers regularly for school initiatives, special projects, website, and other marketing efforts
- Photograph internal events and initiatives, as needed
- Assist with the development, marketing, management, and documentation of school events
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE

- A four-year degree in graphic design or related field
- Proficiency using Adobe Creative Suite and other design technology
- Experience in publication, print, and digital design
- Detail oriented and able to balance multiple projects and deliver on deadline
- Project management experience
- Excellent written and verbal skills
- Copywriting experience and knowledge of AP Style is a plus

Interested candidates should email resume and cover letter to: hrstaffing-com@hb.edu

An equal opportunity employer, Hathaway Brown believes that a multicultural perspective is an essential element of a 21st Century education, and values diversity in its student body, faculty and staff. Compensation and opportunities for professional growth are exceptional.

Hathaway Brown is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. The representation and full engagement of the diverse points of view of individuals with varied life experiences is a source of strength and wisdom that enriches the learning environment and fuels innovation and growth, particularly as students are prepared for lives of strong character, public service, and leadership.

This is a full time position that offers a competitive salary based on educational and work experience and a generous benefits package.

Hathaway Brown School, HR-MC
19600 North Park Boulevard, Shaker Heights, Ohio 44122

Visit us at www.hb.edu for more information!
Equal Opportunity Employer