



Director of Creative Services

About TFS

Tallulah Falls School is an independent, coeducational college-preparatory day and boarding school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12.

Job Summary

The Director of Creative Services is in charge of the overall design and execution of internal and external advertising and marketing initiatives. They are responsible for creating a cohesive image that embodies the Tallulah Falls School brand identity. Salary is commensurate with education and experience. The ideal candidate will receive a competitive benefits package.

Responsibilities:

The essential functions include, but are not limited to the following:

- Manage workflow, priorities and multiple projects at once.
- Collaborate on concept and design, layout, and supervise production and distribution of major publications, including “On Campus” magazine (3x per year), viewbook, campus directory, accreditation report, etc.
- Conceptualize and provide creative direction for marketing materials and collateral including admission campaigns, brochures, one-sheets, posters, postcards, invitations, etc.
- Design and supervise production of materials supporting administration, academic, advancement, admissions projects, and events, including Christmas cards, Tallulah Fund appeal, grant materials, admissions packets, graduation, alumni homecoming, Grand Day, Twin Rivers Challenge etc.
- Develop all advertising materials, billboards, newspapers, signage, etc.
- Design or approve design for social media graphics for school accounts.
- Develop on-campus posters, signage, and display areas.
- Approve or design athletic department uniforms and apparel.
- Develop and maintain products for the school spirit online store.
- Serve as the secondary school photographer.
- Other Duties as Assigned.

Requirements & Qualifications:

- A bachelor’s degree or higher is required, preferably in mass communications or a related field.
- Five or more years of experience

- Demonstrated proficiency in Adobe Creative Suite – InDesign, Lightroom, Photoshop, Premiere Pro, Illustrator, etc.
- Multimedia production a plus
- Strong background in print production and web production deliverables
- Ability to easily acclimate into a highly productive, collaborative, service-oriented culture
- Solid project management skills and the ability to meet deadlines while managing multiple priorities
- Excellent interpersonal and communication skills
- Strong work ethic and initiative in understanding school dynamics and proactively responding to a fast-paced environment
- Passion for working with students, families, colleagues within a vibrant and diverse community
- Effective organizational skills with attention to accuracy and detail
- Compatibility with the school's values, culture, and community
- Ability to pass periodic background, drug and alcohol screenings
- Consistent and prompt attendance

Standard Physical Requirements:

- Must be able to sit and/or stand for an extended period of time.
- Must be able to bend, reach, lift and climb.
- Must be able to constantly operate a computer, and other office machinery, such as calculator, copy machine, computer printer.
- Must be able to understand written and verbal instructions.
- Must be able to communicate and respond to questions from various levels with the organization.
- Must have manual dexterity sufficient to perform specified duties.
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 50 pounds.
- Must be able to possess basic mathematical skills: addition, subtraction, multiplication, and division.

To Apply

Interested candidates should email a cover letter, resume, portfolio/work samples and a list of three professional references to the Executive Director of Advancement, Sonya Smith at sonya.smith@tallulahfalls.org. No telephone calls, please.

Tallulah Falls School is an equal-opportunity employer.

All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.