



TFS seeks Director of Creative Services

About TFS

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

Job description

Tallulah Falls School is seeking a talented and versatile Director of Creative Services eager to serve the school community as a member of a four-person Advancement Team, charged with sharing the story of the school through a variety of platforms.

Job requirements

Prospective candidates for this new position should possess demonstrated proficiency in the following:

- Adobe Creative Suite – InDesign, Lightroom, Photoshop, Premiere Pro, Illustrator, etc.
- Graphic design
- Video production + editing
- Multimedia production
- Photography

The ideal candidate will have a strong background in print production and web production deliverables, as shown through a professional portfolio. The candidate will acclimate easily into a highly productive, collaborative, service-oriented culture. The candidate will exhibit solid project management skills and the ability to meet deadlines while managing multiple priorities. Excellent interpersonal, written and verbal communication skills are a must for this position.

Salary and Benefits

This is a full-time position. Salary for this position is commensurate with qualifications and experience. Preference will be given to those candidates with a college degree. Those fortunate enough to influence young lives at TFS receive a highly competitive benefits package.

To Apply

Interested candidates should email a cover letter, resume, portfolio/work samples and a list of three professional references to sonya.smith@tallulahfalls.org, with an application deadline of Feb. 15, 2020. 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 by signing a consent agreement to release TFS from liability.