



## **TFS seeks Director of Communications and Media**

### **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 Summary**

Tallulah Falls School is seeking a talented and versatile Director of Communications and Media, eager to serve the school community as a member of a four-person Advancement Team charged with sharing the school's story through various platforms. 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. This is a full-time position. Salary for this position is commensurate with qualifications and experience

### **Responsibilities:**

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

- Produce and collaborate in writing and editing content for use in and on multiple channels, including press releases, magazine articles, newsletters, website, social media and more
- Serve as the school photographer, ensuring work is properly cataloged and filed
- Provide information, increase awareness, and promote a positive reputation of the School through traditional and digital/social media
- Develop and maintain new and accurate web content and features as needed
- Provide creative support for internal and external communications efforts utilizing graphic design skills
- Exhibit solid project management skills and the ability to meet deadlines while managing multiple priorities
- Represent the School through community involvement and outreach

**Requirements & Qualifications:**

- A bachelor's degree or higher is required, preferably in Communications, Journalism, English, Marketing or a related field.
- Five or more years of experience with website content management systems
- Proficiency in Adobe Creative Suite – Lightroom and Photoshop
- Ability to interact with diverse constituents, including students, faculty, staff, administration, alumni, donors, community organizations, and the media
- CMS (Basic understanding for website updates)
- Excellent interpersonal, written and verbal communication skills, proofreading skills and precise attention to detail
- Familiarity in video planning, production and editing preferred

**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 understand written and verbal instructions
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 20 pounds
- Must be able to communicate and respond to questions from various levels both within and outside the organization
- Must have manual dexterity sufficient to perform specified duties

**To Apply**

Interested candidates should email a cover letter, resume, portfolio/work samples and a list of three professional references to the Director of Human Resources, Marlee Fleming at [marlee.fleming@tallulahfalls.org](mailto:marlee.fleming@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.*