



## **PUBLICATIONS MANAGER**

**Department:** Communications  
**Reporting to:** Vice President for Marketing and Community Relations

**POSITIONS SUMMARY:** The Publications Manager is tasked with managing and maintaining production standards and targets. This position will oversee the timely, cost-effective, and high-quality production and delivery of a multitude of creative collateral materials targeted to a variety of internal and external audiences; including students, parents, alumni, donors, faculty/staff, and prospective families.

Reporting to the Vice President for Marketing and Community Relations, the Publications Manager ensures the quality, consistency of branding, and presentation of Jesuit High School publications: The Jesuit Magazine; brochures; eblasts; marketing materials including newspaper, magazine, and web advertisements; presentations; programs; manuals and workbooks; invitations; and coordinates Jesuit High School's online presence with the Webmaster. The Publications Manager will ensure that published communications, both hard copy and electronic, reflect the strategic focus, branding, and the identified knowledge and information needs of Jesuit High School.

This is a full-time, year-round position. Jesuit offers a generous salary and benefits package, a friendly/dedicated staff and motivated students.

### **DUTIES AND RESPONSIBILITIES:**

- Ensure the quality, consistency, and presentation of all publications
- Serve as Editor for the Jesuit Magazine which includes design, collection of content, and coordination of production
- Plans, creates, and produces advertisements, posters, programs, invitations, and other graphics materials as needed for both internal and external audiences
- Perform day-to-day website maintenance in coordination with the Webmaster: update information on web pages and remove outdated content in a timely manner
- Manage vendor relationships to ensure timeliness, product quality, and best pricing
- Develop and implement a strategic long-term plan for publications (both hard-copy and electronic) with the Vice President for Marketing and Community Relations
- Keep abreast of current trends in design and publications, with special attention to social media influences, tools, and techniques
- Work with the Vice President for Marketing and Community Relations and other staff to develop graphic-oriented projects
- Designs and writes original copy, edits faculty, staff, and volunteer contributions, and selects appropriate images as needed for publications (both hard copy and electronic)

- Researches and verifies references, statistics, and technical information prior to publication
- Responsible for the overall graphic feel of all projects to ensure a consistent look across all media
- Performs in-house production and coordinates outside services as needed
- Provides graphic support for the Jesuit website to ensure brand consistency
- Plans, creates, and produces online advertisements, programs, invitations, and other graphics materials as needed for both internal and external audiences
- Completes other tasks as assigned, including, but not limited to, supporting Communications, Advancement, or President's Office events

## **REQUIREMENTS:**

- Bachelors Degree in a design-related discipline or equivalent experience
- 1-4 years of design experience preferred
- Proficient with Mac and/or Windows desktop environments
- High level of proficiency in Microsoft Office applications for design and publications production
- Proficiency using Adobe Creative Suite, including InDesign, Photoshop, and Illustrator
- Some knowledge and experience with basic HTML, DHTML, CMS/WYSIWYG editors (desired, not required)
- Familiarity with printing and the print process
- Knowledge of basic flash and video technologies (desired, not required)
- Strong written and verbal communication skills
- Ability to work with various levels of staff and departments to gather needed information
- Highly organized, task-oriented and attentive to detail
- Some broader communications experience/knowledge beyond publishing is desired to ensure good collaboration and coordination with web communications, public relations, and marketing
- Demonstrated understanding of new and emerging communications technology for publications, including multimedia production

## **APPLICATIONS AND QUESTIONS:**

Applications should include a cover letter and resume and be submitted electronically to [jobs@jesuithighschool.org](mailto:jobs@jesuithighschool.org). Questions should be sent to Beth Tegge, Director of Human Resources, at [Beth.Tegge@jesuithighschool.org](mailto:Beth.Tegge@jesuithighschool.org). Applications will be accepted until August 30, 2013, or until the position is filled.