



## Position Description

- TITLE:** ACTING ASSOCIATE DIRECTOR OF COMMUNICATIONS
- LOCATION:** Jeremiah Smith Hall
- REPORTS TO:** Director of Communications
- HOURS:** Temporary position mid-March to mid-June 2012; schedule may vary according to Academy needs.
- CLASSIFICATION:** Exempt, Administrative
- FUNCTION:** This person will oversee the Academy's comprehensive strategic publications program. This includes but is not limited to *The Exeter Bulletin*, the Academy's quarterly alumni/ae magazine with a distribution of 29,000.

### ESSENTIAL DUTIES

- Is responsible for the oversight publication programs, including creative process, design oversight, writing, proofreading and photography coordination
- Is the acting editor of *The Exeter Bulletin*, with full creative and editorial responsibility for that publication
- Edits and proofreads the *Bulletin* and all other publications as needed
- Writes copy and oversees others who write copy for the magazine and other publications as needed
- Serves as liaison to outside vendors such as designers, writers, printers and photographers
- Works in conjunction with the communications staff and other Academy departments to communicate the academy's core messages to students, faculty, staff, alumni/ae, parents and other constituency groups
- Collaborates with the academy community on the creation and project management of publications for other departments, including but not limited to catalogs, handbooks and directories
- Perform other duties as assigned

**QUALIFICATIONS:** **Education/Training:** Bachelor's degree in writing, journalism, English or a related field and at least eight years experience in publications development, management and production, preferably in the area of institutional advancement. An understanding of the field of education and independent education is also desired.

**Experience:** Must be a professional editor/writer experienced in producing high-level publications, including but not limited to magazines, who understands the importance of unified institutional messages through a variety of mediums—printed publications as well as video, websites and social media. Must have a demonstrated ability to adhere to deadlines. A lively, engaging writing style, a strong graphic sense, editing and proofreading expertise, attention to detail, understanding of the mailing process and overall knowledge of printing procedures, and computer hardware/software programs, are also required. Excellent cooperative and collaborative skills, a sense of humor, the desire to work as a member of a group, proven administrative leadership and organizational abilities are all essential.

**Physical Demands:** To perform the essential functions of the job, the following applies. Must be physically and mentally capable of performing multiple tasks under stressful situations and able to function in a fast-paced environment. Must be able to climb stairs.

**REVISED:** January 26, 2011

3200ASDR01 - Associate Director