



JOB OPPORTUNITY

Design Director

Dwight School is seeking a Design Director, **beginning August 1, 2018**, who will develop and maintain the Dwight brand and produces all print and web-based (static) materials; and develop creative briefs and design concepts to meet school objectives.

Responsibilities:

Graphic Design/Print, Digital/Online, Archive, and Visual Communications:

- Produce a top-quality Dwight Today (2x per year) publication
- Produce a top-quality Annual Report
- Produce a top-quality parent calendar (in addition to Student Planner and internal calendars)
- Produce a top-quality Spring Benefit Suite (printed collateral, web-based elements, and e-blasts)
- Produce all other top-quality images/assets for Development, Riverside Campus, Summer Camp and Admissions departments
- Serve as a consultant and oversee publication efforts of global and online campuses
- Update various artwork (covers, headers, footers) to maintain Dwight School brand
- Produce other top-quality materials for other departments as needed (including pamphlets, brochures, posters, handbooks, postcards, flyers, etc.)
- Help format, print, and mail key letters and mailings to the community
- Offer creative input and ideas for new publications that might be needed
- Assist with photo shoots as needed
- Contribute ideas and images for a visually-pleasing website for Dwight
- Help produce slide presentations, and oversee proper management/archiving of photo and video assets
- Help manage and design top-quality bulletin boards throughout the school
- Help manage the overall system of visual communications, including photos, trophies, artwork, signage and other displays

Requirements of the Position:

- Bachelor's degree in Design required
- A minimum of three (3) years design experience required
- Strong organizational and time management skills a must
- Must be self-motivated and a team player
- Excellent verbal and communication skills a must
- Web and software application experience in Adobe InDesign, Adobe Photoshop, Adobe Illustrator, Microsoft Powerpoint, Microsoft Word required
- Must have the ability to prioritize and multi-task

Qualified candidates should submit resumes to Allison Feldman, Chief Innovation and Communications Officer, at afeldman@dwight.edu with the heading "Design Director."

Dwight School's goal is to achieve and maintain equal employment opportunities. It is also the policy of Dwight School to maintain a work environment free from discrimination based on race, color, religious creed, national origin, gender, sexual orientation, age, disability, genetic information, veteran/military status, marital status or other status protected by federal or state law, with regards to any term or condition of employment.

