



Multimedia Specialist

Newton Country Day School of the Sacred Heart seeks a Multimedia Specialist. This is a full-time, 12-month position reporting to the Communications Manager and is a member of the Office of Admission and Communications. This position will aid in the coordination of both internal and external communications of the school, with an emphasis on visual communications. He or she will produce dynamic video content for the School's website and social media channels and photography for print and online materials. The Multimedia Specialist will assist the Communications Manager in building brand awareness, engaging the community, and strengthening alumnae engagement.

Essential Duties and Responsibilities:

- Create video content for the website and social media channels that is dynamic and engaging.
- Attend school events and assemblies and serve as school photographer and/or videographer.
- Manage, maintain, and update content on the website including calendar events, news items, photo galleries, and videos to ensure all areas as up-to-date.
- Aid with all email communications to parents, alumnae, trustees, and donors.
- Support the communications needs of the Development and Parent Relations Office.
- Write articles for the website and annual alumnae magazine.
- Assist the Communications Manager to curate content for all social media channels (Facebook, Instagram, Twitter, LinkedIn).
- Assist with other Admission/Communications projects as assigned by the Director of Admission.

Additional duties:

- Assist at school events including but not limited to Homecoming, Reunion, Auction, and Graduation.
- Some evening and weekend events required.

Qualifications:

- College degree and at least three years of related experience.
- Strong photography and videography skills (including editing).
- Experience with website management – HTML and Content Management Systems.
- Experience with Finalsite website platform is a plus.
- Proficient with Adobe Creative Cloud products. Photoshop, Lightroom, and InDesign and or/Illustrator is a plus.
- Strong interpersonal skills, high energy, and creative.
- Excellent verbal and written communication skills.
- Organized, ability to multi-task, manage competing priorities, and work independently while meeting deadlines.
- Familiar with social media strategy.

- Comfortable interacting with girls age 10-18.
- Communications experience in an educational setting is a plus.

Interested parties are asked to submit a resume and cover letter to communications@newtonSH.org.

About Newton Country Day School of the Sacred Heart

Located in Newton, MA, Newton Country Day School of the Sacred Heart is an independent, college-preparatory school for girls in grades 5 through 12. The school has a rigorous academic program; an emphasis on service and social justice; and a commitment to the arts and athletics.