

# Marketing and Design Project Manager

## Summary

The Marketing and Design Project Manager supports the planning, creation, and production of Canterbury's marketing content, in print and online, across multiple channels. This position reports to the Assistant Director of Marketing & Communications and works closely with the Advancement and Admission offices to provide specific market content. This is a 12-month staff position.

## Job Requirements:

- BA in Graphic Design or equivalent experience
- Proven experience in a design/marketing role (5+ years)
- 2-3 years experience with print production
- Strong computer skills – proficient in Microsoft and Adobe products
- Excellent graphic design and typography skills
- Manage projects from development to print, while creating and managing timelines
- Web production experience
- Exceptional communication and people skills
- Superior time and project management skills
- Proven success in social media marketing and web analytic platforms such as Google Analytics, Facebook, Twitter and Instagram
- Experience with private schools is a plus
- Ability to manage projects from development to print, while creating and managing timelines

## Job Responsibilities:

- Lead and assist with graphic design work for both digital and physical collateral, including web and email banners, infographics, social media graphics, brochure design and more
- Organize and maintain marketing literature/promotional items/etc. inventory
- Coordinate social media efforts including developing and implementing content, approve assets
- Implementation of website content updates (platform: Finalsight)
- Assist in managing calendars and content for press and social media
- Simultaneously manage multiple projects with short deadlines
- Write short news stories for the web
- Manage projects from development to print, while creating and managing timelines

During the academic school year, Canterbury School operates on a 24/7 basis. Evening/weekend assistance may be needed from time to time. Interested candidates please provide a résumé and cover letter to Brittany Carlson, Assistant Director of Marketing and Communications, 101 Aspetuck Avenue, New Milford, CT 06776 or email to [bcarlson@cbury.org](mailto:bcarlson@cbury.org). No phone calls please.