

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: GRAPHIC DESIGN, WEB AND PUBLIC RELATIONS
COORDINATOR - AMA

PAY GRADE: P-9

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for developing and implementing a comprehensive advertising and public relations strategy that maximizes the use of digital and social media, video and print.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associates degree required. Bachelor's degree preferred.
2. Years of experience in field: Two years of experience in the field of graphic design, advertising and public relations with demonstrated experience implementing campaigns using digital and social media, video and print required.
3. Special skills or abilities related to position: Demonstrated experience in print, web design and e-communications using software such Adobe Creative Suite, Microsoft Office Suite, required. Knowledge of social media practices, web content writing, advertising markets, printing and graphics. Excellent writing, proofreading and desktop publishing skills. Ability to establish and maintain effective working relationships with the media, employees, volunteers, vendors and the public. Ability to handle multiple projects under deadline pressure. Writing samples required; a writing test may be requested.

ESSENTIAL JOB FUNCTIONS

1. Maintain the museum's graphic presence; develop and implement an effective, ongoing internet and mobile based digital and social media campaign for the museum including blogs, forums and other social networks.
2. Develop and implement evaluation tools to measure the effectiveness of digital, social media, video and print advertising.
3. Align and track strategies with all aspects of museum.
4. Develop and monitor the public relations budget.
5. Liaise with the news media to promote museum programs and special events.
6. Coordinate and edit press releases and all museum publications, print and visual materials in collaboration with the college's marketing department.
7. Develop all public relations materials from concept to distribution. This includes creating designs, concepts, and sample layouts based on knowledge of layout principles and esthetic design concepts; determining size and arrangement of illustrative material and copy, and selecting style and size of type. Using computer software to generate new images. Reviewing final layouts and make improvements as needed.
8. Develop and implement an advertising plan for the museum store in collaboration with the museum store manager and the assistant director.
9. Work with vendors as appropriate.
10. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing
- Ability to access file cabinets for filing and retrieval of data.
Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access input and retrieve information from a computer.
- Ability to lift and carry 15 pounds.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Appleton Museum of Art

SUPERVISOR OF POSITION: Assistant Director, Appleton Museum of Art