



St Catherine's School

Waverley

*An Anglican day & boarding school for girls,
Kindergarten to Year 12. Founded in 1856.*

Position: Print Media coordinator

Responsible to: Headmistress

Reporting to: Media Manager

Effective date: April 2014

Primary Purpose of the position:

The Print Media coordinator is responsible for creating and managing all aspects of St Catherine's School printed publications presence under the guidance of the Media Manager.

Major Responsibilities

Media

- Manage publications such as the Bulletin, the Catherineian, the Headmistress' Annual Review and other brochures as required. This includes:
 - Liaising with editors, contributors and printers
 - Managing all stakeholders to ensure deadlines are met
 - Managing design and editorial activities
 - Setting and adhering to quality control processes
 - Researching and writing articles as required
- Responsibility for the production of Speech Night print documentation.
- Identify and highlight relevant developments in the print media industry.
- Prepare or source promotional material, branded products and presentation items.
- Provide media coverage reports.

- Promote school events, including promoting positive stories about students, staff and volunteers to appropriate media and the preparation of promotional and event material as required.

Other Duties

- Provide support to the media team.
- Participate in relevant internal and external meetings including general staff meetings.
- Comply with the school's policies and procedures as well as Health and Safety requirements.
- Liaise with the Media Manager to produce marketing materials in line with the school's Strategic Plan and Operational Plan.
- Support the Christian ethos of the school.
- Attending functions out of regular working hours may be required.

Undertake other duties as required by the Headmistress

Selection Criteria

- A proven track record in media and publications, with an emphasis on creative approaches.
- High level communication and interpersonal skills with a strong capacity to network and build relationships.
- Outstanding written communication skills.
- Strong copywriting and proof reading skills
- An ability to work under pressure managing multiple tasks with a high degree of organisation.
- Proficiency in Microsoft Office suite, and Adobe Creative Suite would be viewed favourably.
- A tertiary qualification in media, communications, PR, marketing or relevant discipline and at least 2 years relevant experience would be desirable
- Support for the Christian ethos of the school