Position: Print Media coordinator

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<tr>
<th>Responsible to:</th>
<th>Headmistress</th>
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<td>Reporting to:</td>
<td>Media Manager</td>
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<td>Effective date:</td>
<td>April 2014</td>
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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