



## ST ALBAN'S COLLEGE

### GRAPHIC DESIGNER AND SOCIAL MEDIA COORDINATOR

St Alban's College, one of South Africa's leading independent boys' boarding and day schools, seeks to augment its team. We are excited to welcome applications for a role in our Marketing Office which requires passion, commitment, innovative thinking and leading edge ability. The position of Graphic Designer and Social Media Coordinator commences on Monday 3 September 2018 (Term 3).

Skills and Requirements for this position:

- Manage the St Alban's College media and social media presence, maintaining the webpage, twitter, Instagram and Facebook
- Coordinate the design of communication through correct application of the brand rules
- Design and layout of sport, drama, music brochures and programmes
- Design and layout of school magazine, The Glave, and termly magazines, The Mitre.
- Press and social media articles - coordinate and assist with compiling relevant communication (newsletters, press releases, notices, web articles)
- Design and publication of advertisements and school events
- Uploading information on the webpage.
- Maintain, organize and develop a photo library.

The successful candidate will report to the Director of Marketing and will liaise with the Alumni Relations Manager and the Admissions Secretary.

Applications will be received by email ONLY and should be marked for the attention of the Headmaster.

Email: [jointheteam@stalbanscollege.com](mailto:jointheteam@stalbanscollege.com)

**Closing Date: Thursday 29 March 2018**

Please note that correspondence will be limited to short-listed candidates only. If you have not heard from the College within three weeks of the closing date, please accept that your application was unsuccessful. St Alban's College reserves the right to not fill this position.

*It takes a school with vision to prepare a young man for life*