



HEWITT

Job Title: Creative Office Manager
Department: Communications and Marketing
FLSA Status: Exempt
The Hewitt School - New York, NY

ABOUT HEWITT

Established in 1920, The Hewitt School empowers girls to discover their full intellectual and creative abilities, to pursue their passions and personal best, and to lead lives of consequence with character, compassion, and conviction. Located on New York City's Upper East Side, Hewitt is an independent school serving girls in grades K through 12. As a community, Hewitt is fully committed to a culturally diverse faculty, staff and student body.

POSITION SUMMARY

We seek a creative and multifaceted colleague to help us tell the Hewitt story across our web, social media, and print channels. You believe in using content to tell compelling stories and will enjoy being a “maker” whose work can be seen in every corner of the school. Your strong background in office and project management and your talent for graphic design/production, photography, and videography will help you thrive in our exciting, hands-on environment. At Hewitt, you will put your stellar organizational and creative skills to work as you have fun while doing meaningful work.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Office management: Help our office, which serves the school as an in-house creative and content agency, manage projects and “keep the trains running” on time and on budget. Create branded items such as stationery, swag, and environmental design by preparing art, sourcing products, and handling vendors.

Photography and videography: Capture, edit, and produce high quality photographs and videos of school activities and events. Curate online photo galleries, develop social media content, and choose photos for email marketing, publications, and prominent on-campus displays.

Graphic design and production: Bring the school's visual brand identity to life. Manage the brand asset library and branding guidelines, and craft documents, presentations, posters, apparel, and event materials that make Hewitt shine. Use templates and existing layouts to make branded materials such as event programs and marketing collateral, and craft some original graphics.

Content management: Organize content so it can be repurposed easily and effectively, customized for each platform, and shared with a variety of constituent groups. Manage video and photo libraries and serve as our team's file management authority.

Social media and website management: Create content and post to social media platforms, the public website, and various intranets/portals. Work closely with the associate director to make updates and evaluate the success of content types and strategies.

QUALIFICATIONS REQUIRED

- Bachelor's degree (minimum)
- A minimum of 4 years professional experience in a relevant field such as marketing, design, digital, social media, or communications
- Expertise (i.e. full competency and extensive experience) with Microsoft Office (Word, PowerPoint, Excel), Google Suite (Gmail, Google Docs, Google Sheets, Google Slides), and Adobe Creative Suite (Photoshop, Illustrator, InDesign)
- Proficiency with social platforms (Facebook, Instagram, LinkedIn, Twitter) and an understanding of what types of content work best on each platform
- Experience juggling multiple projects at a time; ability to break projects into trackable tasks and to meet delivery deadlines

QUALIFICATIONS DESIRED

- Experience with content management platforms and web and social media analytics
- Experience with institutional equity and diversity work

SPECIAL POSITION REQUIREMENTS

- Attend relevant in-class activities and occasional evening and weekend academic events, informational events, family gatherings, or performances

TO APPLY: Please submit a resumé, cover letter, and examples of previous relevant work to employment@hewittschool.org. Please reference the job title in the subject line of your email. No phone calls, please. Recruitment will remain open until position is filled; applicants should apply as soon as possible for consideration.

IMPORTANT INFORMATION

The successful candidate for this position must be able to provide employment references, successfully complete a post-offer background check (criminal background check and verification of education and prior employment), pass a fitness for duty examination by a licensed medical practitioner, and demonstrate legal work authorization to work in the United States.

The Hewitt School is an equal opportunity employer. It has been and will continue to be a fundamental policy of the school not to discriminate on the basis of any category prohibited by applicable federal, New York State and/or New York City laws/regulations. This policy applies to all aspects of the employment process, including hiring, promotion, demotion, compensation/benefits, performance evaluations, disciplinary actions, training, working conditions, layoff, and termination.