

Communications and Creative Services Officer

Bard College Berlin is seeking a dynamic and creative person to join our team as a **Communications and Creative Services Officer**. This position plays a crucial role in the design and production of internal and external communications materials, organizing and promoting events, and ensuring consistent and impactful communication efforts. As the Communications and Creative Services Officer, you will contribute to advancing the Bard College Berlin's mission and strengthening its visibility and reach.

Responsibilities:

- Produces, from design concept to final printed product, communications materials, including signage, programs, and publications.
- Leads the Multimedia team producing video, photography, and audio content, primarily for digital platforms.
- Video production: Storyboards, directs, shoots, and edits institutional videos to promote academic programs and events.
- Manages website: manages the CMS, maintains consistency of style and voice, creates new pages, and coordinates web updates with Web Services.
- Contributes content to social media.

Job Requirements:

- Strong graphic design skills, and the ability to follow a creative brief and brand guidelines.
- Knowledge of the Adobe Suite (Photoshop, Illustrator, InDesign, Premiere Pro, required. Lightroom, Dreamweaver, a plus).
- Strong technical skills for video production, from camera work to editing.
- Experience with website and CMS management.
- Well-organized and capable of managing the production process of multiple projects at once.
- A bachelor's degree and three years of work and/or internship experience in the field of communications, marketing, video production, or graphic design.
- Excellent English. Fluency in German is a plus.

Application:

To apply, please email your CV, a cover letter, representative work samples (graphic design and video) to jobs@berlin.bard.edu with "Communications and Creative Services Officer" in the subject line (email with PDF attachments only).

Application Deadline: January 10, 2025

Desired Start Date: February 1, 2025, or as soon as possible

Our Hiring Process: If selected, you'll hear from us within two weeks of the application deadline to proceed to the interview stage. This includes a team interview followed by a final interview with the managing director.

Inquiries: For any questions, please contact jobs@berlin.bard.edu.

Bard College Berlin is dedicated to an inclusive workplace where everyone can be their true selves. We value diversity and do not discriminate based on race, gender, religion, sexual orientation, disability, or age. Supporting, empowering, and uplifting people of color, LGBTQIA+ individuals, and those with disabilities is central to our mission, as diverse perspectives are vital to our success.