Position: Director of Creative Services

Summary: The Director of Creative Services will report directly to the Executive Director of Advancement. The primary responsibility of the Director of Creative Services is to provide creative direction for college messaging, branding, and marketing campaigns, communicating the Montreat College brand identity visually across all college platforms. This is an exempt position with the College's approved benefit package.

Location: Montreat, NC

General Qualifications:
- Demonstrate and articulate a personal Christian faith
- Exemplify and articulate a like-mindedness with Montreat College's Christ-centered mission, vision, and values
- Excellent written and oral communication skills
- Detail-oriented
- Committed to strong customer service and to enhancing a culture of excellence
- Bachelor of science or arts degree with 3-5 years design experience
- Demonstrated organizational and interpersonal skills
- Demonstrated skills in technology – Adobe InDesign and Photoshop
- Proven ability to maintain high level of professionalism
- Comfortable as an active team member in a highly-relational and goal-oriented environment

Specific Responsibilities:
- Provide creative direction for college messaging, branding, marketing campaigns, etc., communicating Montreat College brand identity visually across all college platforms.
- Manage all print and digital projects (130+/year).
- Produce creative concepts for major campaign/collateral pieces, i.e. Reflection, Admissions pieces, President’s Report, special events, etc.
- Manage and provide creative direction for video projects.
- Manage environmental branding projects across all campuses (including partnership campuses, such as Durham) i.e. signage projects, interior design updates, pole banners, etc.
- Maintain website, running daily web updates, overseeing content changes, refreshing design as needed, and troubleshooting problems with IT dept.
- Manage photography.
- Oversee A/V needs, such as live stream, video archiving, Google voice, etc.
- Manage 2+ student workers.
- Other duties as assigned.
Application:
The position will remain open until filled. Candidates should submit a resume with cover letter of application, personal salvation testimony and three professional letters of recommendation. Send to: Annie Carlson, Montreat College, P.O. Box 1267, Montreat, NC 28757.

About Montreat College:
Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associate degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.