

Openings as of 6/28/2018**Communications Facilitator - Fine Arts/Academics****JobID: 1892****Position Type:**

Communications

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[Email To A Friend](#)[Print Version](#)**Date Posted:**

6/25/2018

Location:

Administration Building

Date Available:

July 2018

Closing Date:

07/09/2018

To Apply: <http://www.friscoisd.org/employment/current-openings>**Job Title:** Communications Facilitator - Fine Arts/Academics**Reports to:** Chief Communications Officer**Dept/School:** Central Administration Office, Communications Department**Work Year:** 226 days**Base Salary:** Actual salary will be calculated based on experience.**PRIMARY PURPOSE:**

Execute and support the communication strategies of Frisco ISD through the creation of content for the district and fine arts websites, social media and other forms of content with an emphasis on fine arts and academics subjects under the leadership of the Chief Communications Officer.

QUALIFICATIONS:**Education/Certification:**

Bachelor's degree in Communications, Public Relations, Marketing or related field preferred
Valid Texas driver's license

Special Knowledge/Skills:

Ability to tell a compelling story through written word and visual resources
Ability to effectively and proficiently write press releases, feature stories, web content, social media content, and marketing copy
Experience with the fundamental concepts of communications and public relations
Demonstrated ability to take a project from concept to completion with minimal supervision and direction
Proficient in proofreading and editing with a working knowledge of Associated Press style format
Proficient skills in basic graphic design, desktop publishing, writing and editing
Ability to communicate technical information effectively
Ability to function productively as a member of a creative team

Experience:

5+ years of public relations, video production, and website/social media management experience preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Under the direction of the Chief Communications Officer, produce district-level content from concept to completion.
Research, write, edit, proofread and produce internal and external communication materials including press releases, feature stories, e-newsletters, and social media content.
Pitch stories to media on outstanding students.
Help develop media content to promote events.
Work with curriculum and fine arts departments on developing content for district communication tools.

Assist with facilitation of media interviews with students and teachers.
Serve as liaison between the Fine Arts, Curriculum and Communication departments.
Remain current regarding communication trends.
Assist Communications department with the management of website and social media, including updating it on a regular basis to provide an accurate and timely source of information to visitors.
Participate in event planning and activities that are the responsibility of the Communications department.
Create or assist in the production of visual graphics to be used in video, web, social media or other applications.
Create or assist in the production of presentation materials.
Work closely with the Communications staff to assure overall quality in content and design.
Seek and explore new technology and software and how it might assist the district in communicating to various audiences.
Perform other duties as assigned by the Chief Communications Officer.

WORKING CONDITIONS:**Mental Demands/Physical Demands/Environmental Factors:**

Ability to work in a high energy environment handling constant interruptions, timelines, and deadlines. Balance a multitude of projects at once. Keep confidential information private. Maintain emotional control under stress. Work with frequent interruptions. Respond to a highly diverse community. Driving to and from locations. Occasional shift of work schedule between morning and evening hours. Repetitive hand motions. Extended viewing of computer monitors. Ability to lift up to 30 pounds in AV equipment.

Application Deadline: July 9, 2018 (4:00 PM CST)

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved By: *Dr. Pamela Linton*, Chief Human Resources Officer **Date:** 6/25/2018

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