POSITION ANNOUNCEMENT(S)



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| **POSITION TITLE: Director of Creative Services** |
| **POSITION DESCRIPTION:**The Director of Creative Services is responsible for developing and executing a wide range of visually compelling design projects that support Ogeechee Technical College’s branding, marketing, and outreach initiatives. This role conceptualizes, designs, and produces contemporary, professional print and digital materials using Adobe Creative Suite (InDesign, Photoshop, Illustrator) across PC or Mac platforms. Projects include, but are not limited to, advertisements, brochures, signage, flyers, presentations, reports, and digital graphics. The position also provides light motion graphics or video editing support for social media, events, and web content.The specialist works collaboratively with internal stakeholders to understand project needs, translate concepts into polished visual assets, and manage production through all phases, from design to final output. Responsibilities include preparing print-ready files, performing quality checks, selecting appropriate vendors or production methods, and maintaining brand consistency across all platforms. This position contributes creative input to campaign development and ensures that OTC’s visual identity is carried out effectively across channels. RESPONSIBILITIES INCLUDE:* Develop and execute high-quality visual concepts for college-wide marketing campaigns, publications, and digital assets in alignment with institutional brand standards.
* Lead the design and production of a wide range of materials including flyers, brochures, advertisements, signage, digital graphics, presentations, and annual reports.
* Serve as the primary steward of the College’s visual identity, ensuring consistency in design, typography, color, and logo usage across all platforms and departments.
* Provide creative direction and support for multimedia projects, including light video editing, motion graphics, and social media content enhancements.
* Manage the full design production process, from concept through final delivery, including preparing print-ready files, coordinating press checks, and working with vendors.
* Collaborate closely with the Executive Director for PR & Marketing and other internal stakeholders to translate campaign goals and messaging into effective visual materials.
* Share responsibility for maintaining and updating the College’s website, ensuring visual consistency, accessibility, and a positive user experience.
* Maintain and organize digital design assets, photography, and templates to support efficient workflow and project continuity.
* Stay current on design trends, software, and multimedia tools; make recommendations for continuous improvement in design and content production.
* Other duties as assigned to support the College's mission.
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| **MINIMUM QUALIFICATIONS:*** Bachelor’s degree in a related field \*and\* Five (5) years of graphic design experience with a minimum of three years in print design, layout and production
* Note: Experience may substitute for the degree on a year-for-year basis
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| **PREFERRED QUALIFICATIONS:*** Advanced Proficiency in Adobe Creative Suite.
* Experience designing for both print and digital platforms
* Familiarity with basic video editing, motion graphics, or multimedia production
* Knowledge of accessibility standards and best practices in visual communications
* Excellent project management skills
* Familiarity with website content management systems
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| **SALARY/BENEFITS:**Commensurate with qualifications. Benefits include paid state holidays, annual and sick leave, retirement options, and State of Georgia Flexible Benefits package. |
| **APPLICATION DEADLINE:** Open Until Filled |
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| **TO APPLY:** Please submit an online application using the OTC online job center website. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu.The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Christy Rikard, Office: 198C, Phone: 912.486.7607, crikard@ogeecheetech.edu. For ADA/Section 504: Sabrina Burns, Accessibility & Assessment Coordinator, Office: 711, Phone: 912.486.7211, sburns@ogeecheetech.edu. |
| As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Christy Rikard, Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 191, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486-7607, crikard@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 189, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu |

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