Senior Content Creator/Editor

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Type: Full-Time
Salary: $79,600 - $119,500 per year
Posted: 1 day ago
Category: Communications, Marketing, and Public Affairs
Overview

The University Communications and Marketing's Content team tells the Tufts story through award-winning content production, including writing, multimedia production, and photography.

What You'll Do

Tufts University Communications and Marketing's Content team has an opening for a Senior Content Creator and Editor. The Senior Content Creator/Editor produces a range of print and digital content for distribution across university channels, with a focus on Tufts Now, the university's news website, and *Tufts Magazine*, the university's award-winning alumni magazine. The function of the role is to tell the story of Tufts University—the research of our faculty, the ideas of our students, the impact of our alumni and friends, the opportunities represented by our degree programs—in a highly compelling manner.

What We're Looking For

Basic Requirements:

- 5+ years of demonstrated experience producing content in a deadline-oriented environment, with a high-volume portfolio of superb work, including content development across multiple channels and media
- Sharp reporting, writing, editing, and time-management skills and keen attention to detail
- Impeccable ability to manage multiple projects simultaneously
- Experience shepherding print and digital content from assignment to publication, providing editorial guidance to staff and freelance contributors

- Familiarity with story development, writing, editing, design coordination, and digital integration for a print magazine
- Experience with proactive pitching of ideas with topical news hooks
- Knowledge of print and digital media production (including content management systems, simple digital media creation, basic image editing (e.g., Photoshop, Canva) and audio/video editing (e.g., Premiere Pro, Audition)
- Sophisticated (and ever-expanding) understanding of content optimization for search (traditional and AI), social, mobile, etc.
- Skilled in establishing fruitful collaborations with colleagues that enrich the professional experience and greatly improve the end product
- Bachelor’s degree or equivalent years of relevant experience

Preferred Qualifications:

- Experience with content production in a higher education environment.
- Familiarity with Adobe Creative Cloud, including InDesign
- Strong desire to work in a collaborative environment

Special Work Schedule Requirements:

The role of Senior Content Creator/Editor is designated as hybrid. While much of the work of the role is able to be conducted off-campus / remotely, the role has a business need for employees to be able to get to Tufts' campuses as assignments require, sometimes with as little as 24 hours' notice.

Pay Range

Minimum $79,600.00, Midpoint $99,600.00, Maximum $119,500.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.
Tufts is an Affirmative Action/Equal Opportunity Employer and actively seeks candidates from diverse backgrounds.

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