



# Example of Communications Job Description

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Our innovative and growing company is searching for experienced candidates for the position of communications. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for communications

- Assisting Graphics team in the creation of animated/still graphics
- Brainstorming as part of a creative team to help reach desired vision of client
- Prepare rough elements for initial concept presentations for clients to review as part of brand marketing
- Creation of fully realized graphics, styleboards, video looks, and overlays to incorporate into finished edited content for marketing, sponsorship, broadcast, digital delivery, web, and in-game entertainment
- Assist in preparing shot lists needed for graphics and possible storyboards for Production Crew as part of pre-production process
- Stay up to date with new technologies such as virtual reality and 360-degree videos and be able to create graphics that live within those platforms
- Plan and implement community/public relations programs, including special events, to strengthen the hospitals' relationships in primary service areas to key stakeholders, including associates and physicians\*
- Manages communications staff, hiring/selection, performance management, and coaching/mentoring
- Develop, execute and evaluate communications plans based on the organization's goals
- Help develop, execute and evaluate new initiative and program/product launches

## Qualifications for communications

- Ability to coordinate activities in a fast-paced environment
- Substantial experience (ideally 3-5 years) in a senior communications role with proven experience in a managerial capacity
- Experience of managing the diverse range of communications required by this role in a demanding and complex business environment
- Experience of Investor Relations is a distinct advantage
- Knowledge of media industry ideally in a commercial and international environment