Position Opening
Part-Time Journalism and Media Instructor
2022–2023 School Year

To Apply: If you would like to apply for this position, please access the link to our online application management system at http://www.marlborough.org/about/employment

Marlborough School, an independent, college preparatory school in Los Angeles for 530 young women in grades 7-12, seeks a dynamic Journalism and Media Instructor to join the faculty for a part-time teaching position for the 2022-2023 school year.

Marlborough’s Vision Statement: Equity leads Education

Marlborough’s Mission Statement: Where Learning Sparks Purpose

We believe a diverse faculty is essential to the Vision and Mission of the School, for the following reasons:

● We instill confidence and cultivate leadership potential within each student, and serve as role models in inspiring them to pursue their personal best.
● We arm each graduate with the skills and motivation to create meaningful connections with people throughout the nation and across the world.
● We demonstrate the importance of community to our students, with teaching responsibilities that extend beyond the classroom and the curriculum.

It is our responsibility to employ a diverse group of educators who exemplify excellence in teaching and leadership, and teach by example as well as by pedagogy.

The Journalism and Media Instructor will advise the student newspaper, co-advises the broadcast news team, and teach Middle School Introduction to Publications. The Journalism and Media Instructor will join the Center for Entrepreneurship and Innovation (CEI) Department, work closely with Marlborough’s Media Studio Specialist, and be guided by the Media Studies Program Head and Director of the Center for Entrepreneurship and Innovation. The position is part-time, but the rapidly expanding Media Program and CEI have opportunities for growth in the areas of media, entrepreneurship, and digital education.

Required Qualifications:

● Degree in Journalism or related field
● Minimum 2 years experience in writing for print or online media
● Teaching, advising, or mentoring experience
● Ability to provide constructive criticism and feedback in the form of advisor edits
● Knowledge of the print production process for a newspaper or other publication
● A strong understanding of journalistic ethics
● Excellent writing, analytical, and project management skills
● Ability to collaborate regularly with a highly-skilled academic and creative team of colleagues
● Ability to develop strong relationships with middle and high school students

Preferred Qualifications
● Experience using inDesign or page design principles
● Experience with Wordpress or other content management system
● Experience writing for broadcast or video content
● Basic digital photography skills
● Basic Photoshop skills
● Video editing, preferably Adobe Premiere Pro
● Videography and sound recording
● Public relations and/or marketing skills
● Digital fluency, including regular use of Google Suite, Zoom, and other communication and teaching platforms

For information about Marlborough School, its rigorous academic curriculum, fine arts and athletics programs, we invite you to visit our website at http://www.marlborough.org.

*Marlborough School is committed to a policy of equal employment opportunity. We will not discriminate against employees or applicants for employment on any basis made unlawful by federal, state or local laws, including, but not limited to, race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, or sexual orientation.*