

Director of Communications

The Administrative Office of the Courts, in Nashville, is seeking an experienced and qualified leader for the position of Director of Communications responsible for professional media relations, public information activities, and internal communication functions of the Tennessee Judicial branch. The position reports to the Director of the Administrative Office of the Courts.

The Director of Communications will perform a variety of tasks including, but not limited to:

- Writing and issuing news releases regarding all Opinions of the Tennessee Supreme Court for statewide media, judicial and bar organizations as well as the public at large
- Responding to media inquiries and requests for public information
- Advising and assisting judicial personnel with media requests (Supreme Court Rule 30)
- Writing articles and managing the overall content for the Judicial branch website;
- Managing the Judicial branch's social media activity (Twitter, Facebook and Flickr);
- Writing speeches and creating presentations for Judicial conferences, legislative hearings and public events;
- Writing, editing, and designing department publications;
- Managing the development of educational/ promotional videos for the court system or public;
- Writing and distributing the Judicial branch e-letter and managing RSS-to-email feeds;
- Leading the promotional efforts for the Judicial branch's Access to Justice initiative;
- Taking photographs at all Judicial branch conferences, ceremonies and events and distribution to appropriate media
- Building relationships within the court system, pro bono agencies, boards and Commissions related to the AOC or Supreme Court to enhance work being done or promoted by the AOC or our partners
- Supervising a staff of 2-3 persons in charge of website posts, social media platforms, video production/editing and tech professionals
- Coordinating media interviews for Judges and court system representatives

The Director of Communications will serve, when appropriate, as the spokesperson for the Judicial branch, the AOC, or individual Judges. Highly professional Communication skills as well as exceptional, **legal** writing skills are core competencies of this position. Strong experience in developing relationships with a variety of internal and external constituencies (state and local government entities, national organizations, private enterprise, the state bar, the media, the public, law schools, nonprofit and legal service organizations) is critical to this position. Ability to develop excellent working relationships with the media, departmental officials and staff, government officials, and members of the public is essential.

Graduation from an accredited four-year college or university with a bachelor's degree in journalism, communications, public relations or closely related field is required. Graduation from Law School with a Juris Doctorate is preferred. The successful candidate should have five or more years of full-time work in the area of professional journalism/public relations and/or in a field directly related to the justice system along with experience in supervision of other staff members.

Applicants will need to submit a writing sample, and will be asked to complete a writing assessment (if invited to interview) and provide a portfolio that exhibits the ability to coordinate multiple, complex projects while monitoring day to day operations of a complex communications office.

Equal Employment Opportunity Employer

Location: Nashville, TN

Department: Administrative Office of the Courts

Position Available: Immediately

Position Closing: This position will remain open until filled

NOTICE: This position requires a criminal background check. Therefore, you may be required to provide information about your criminal history in order to be considered for this position.

Thank you for taking time to submit your information for consideration. Applicants will not receive communication regarding your submission unless you are called to clarify or to schedule an interview.

To Apply

Submit a current resume, current writing sample, three professional references and completed [Application for Employment](#) (PDF) by email to human.resources@tncourts.gov

For More Information send questions to: Human.Resources@tncourts.gov