

POSITION OPENING DIRECTOR OF COMMUNICATIONS

The South Carolina Historical Society (SCHS) seeks a motivated and detail-oriented individual to serve as Director of Communications. Major responsibilities include developing materials and interacting with internal and external clients to deliver the SCHS's message to members, the public, and the media. The Director of Communications and Marketing oversees the development of non-academic publications and website, facilitates marketing campaigns, and creates timelines. This position is responsible for all external promotional materials, including social media and publication of the quarterly member magazine, *Carologue*.

The incumbent is occasionally required to work weekends, evenings and holidays. Statewide travel is required. Parking is not provided by SCHS.

MAJOR DUTIES:

- Produces content for print and web, including brochures and newsletters
- Creates a production timeline
- Writes and distributes press releases
- Edits all submissions to and oversees the SCHS website
- Responsible for the design and printing of all program materials (invitations, save the dates, flyers, event programs, and tour notes), as requested by division heads
- Responsible for design of all external advertising
- Responsible for distribution of back issues of *Carologue*
- Responsible for design and printing of all membership materials
- Responsible for design and printing of all development materials
- Responsible for design and printing of SCHS letterhead and other branded items
- Responsible for the design, content, and printing of *Carologue*
- Works with staff to commission articles/features.
- Oversees advertising for *Carologue*
- Other Duties include: mail-house pick-ups and deliveries; managing back-issue inventory; and assisting with Historical Society functions.

KNOWLEDGE AND SKILL REQUIRED:

- Previous editorial experience, especially in a decision-making capacity
- Excellent written and verbal communication
- Proofreading, copy editing
- Developing and maintaining media contacts
- Proficient at WordPress and Adobe publication software
- Some proficiency in graphic design
- Experience with marketing via social media
- Knowledge of grammar and best practices for publications
- Energetic and committed
- Effective and positive communicator
- Ability to create and communicate vision
- Strong time-management skills

- Strong leader, good sense of teamwork
- Promptly and effectively follows through

DEGREE REQUIREMENTS:

- BA or Masters in English, History, or a related subject

SUPERVISORY CONTROLS:

The incumbent works directly for the Director and Assistant Director of the SCHS. The direction provided is general in nature except when changes in SCHS policies are necessary. The incumbent often works independently in the best interest of the SCHS.

WORK ENVIRONMENT:

The work will generally be in the Fireproof Building, Addlestone Library, or temporary administrative offices (all in Charleston, SC). Occasionally the employee will be required to work outside to help staff events and programs produced by the SCHS

SALARY:

Range is \$42,000 – 44,000 annually.

ABOUT THE SOCIETY:

The South Carolina Historical Society (SCHS) is a nonprofit 501 c 3. It houses the state's largest private repository of historic documents, produces two quarterly publications, and sponsors a variety of outreach programs for members, educators, students and the public. In mid-2018, the SCHS will open an exhibit in the Fireproof Building in Charleston. The organization's mission is to expand, preserve, and make accessible its invaluable collection, and to encourage interest and pride in the rich history of the State of South Carolina. Membership in the Society is open to anyone who is interested in the state's past and supports the mission of the SCHS.

TO APPLY:

Please email a cover letter, resume, list of three references (with contact information), and a one-page writing sample to careers@schsonline.org.