



SOUTH CAROLINA HISTORICAL SOCIETY

Title: Marketing and Communications Manager

Hours: Full-time

Salary Range: \$50,000 - \$54,000

INTRODUCTION:

The mission of the South Carolina Historical Society is to collect, preserve, and share the stories of all South Carolinians, using these stories—from significant historical events to everyday moments—to promote understanding, engagement, and conversation.

Founded in 1855, the South Carolina Historical Society is the state's first and largest private historical organization and the only statewide nonprofit institution dedicated to this work. The Historical Society stewards more than 350 years of history through rare books, manuscripts, and visual materials, serving as a premier research archive and a modern historical museum committed to broad public access.

GENERAL NATURE OF WORK:

The Marketing and Communications Manager oversees storytelling across digital, print, and media platforms to build awareness, drive engagement, and support institutional priorities including fundraising, education, and visitation.

Working collaboratively across departments, the Marketing and Communications Manager manages brand consistency, content creation, media relations, and promotional campaigns, ensuring that the breadth and richness of the Society's history, collections, and statewide impact are communicated clearly and compellingly to diverse audiences.

MAJOR DUTIES:

- Develop and maintain a comprehensive marketing and communications plan.
- Promote the Historical Society's mission, collections, museum, and programs through clear, engaging messaging.
- Manage the organization's website, social media platforms, email communications, and monthly e-newsletter.
- Coordinate press releases and media relations.
- Project manage the South Carolina Historical Society's biannual general-interest magazine, *Carologue*.
- Support communications for fundraising and special events in coordination with the Development team.
- Build and maintain positive relationships with media, stakeholders, and the community.

REQUIREMENTS

- Bachelor's degree in marketing, communications, public relations, journalism, or a related field, or equivalent professional experience preferred.
- Strong written and verbal communication skills, with the ability to create content for digital, print, and social media platforms.
- Strong organizational and project management skills, with the ability to manage multiple initiatives simultaneously.
- Access to a reliable vehicle and valid driver's license to support travel between the Fireproof Building, Addlestone Library, and off-site meetings and events.

SUPERVISORY CONTROLS

The Marketing and Communications Manager reports directly to the Chief Development Officer.

WORK ENVIRONMENT

The Marketing and Communications Manager is based in the Fireproof Building, with regular visits to the Archives at Addlestone Library expected throughout the week to support collaborative projects and on-site initiatives.

WORK HOURS

This is a full-time position, typically Monday through Friday, with occasional evenings and weekends to support special events, programs, and initiatives.

BENEFITS

The South Carolina Historical Society offers a comprehensive benefits package, including:

- Five weeks of PTO annually, increasing after four years of service
- 100% employer-paid health insurance
- Competitive retirement plan with employer match
- Additional benefits and professional development opportunities
- Paid parking near the Fireproof Building

HOW TO APPLY

To apply, please submit a cover letter, a writing sample, and a resume to careers@schsonline.org.

Applications will be accepted until **Friday, March 13, 2026**.