



POSITION ANNOUNCEMENT
Posted 12/11/2020

RESEARCH AND WRITING SPECIALIST

The Organization: The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to www.georgiahistory.com.

Summary: The Research and Writing Specialist will provide research, writing, and editing support across all of GHS's programs and activities with primary focus on education, development, historical markers, and publications. He/she works closely with other team members to ensure all content is clear, readable, and complete; and may suggest rewrites when needed. The person in this position will work closely with senior staff to ensure mutual alignment with institutional messages, themes, and priorities. This is a full-time benefited position based in Savannah, Georgia.

Responsibilities include (Incumbent may perform other duties as assigned):

- Assist with research, writing, editing, and fact-checking aspects of educational and training materials for online and in-person activities and trainings.
- Using a range of internal and external sources, perform in-depth research to write unbiased, balanced, and accurate text for historical markers, exhibits, grant proposals, and programs as requested by staff.
- Assist with writing including correspondence, reports, presentations, op-eds, and collateral materials for a variety of audiences, including educators, donors, and the general public.
- Conform to the voice and style of the Georgia Historical Society.
- Create content to post on website, social media, and other virtual platforms as well as for print publication. Assist with website review and editing.
- Review editorial quality control for all types of materials, from one paragraph to 100 pages of written text, graphics, tables, and more.
- Assist with special events as directed.

Qualifications:

Knowledge, skills, and abilities:

- Strong research, writing, and editing skills. Must possess concise and effective writing style with an ability to write clearly for a general audience.
- Ability to quickly adapt and incorporate the GHS voice and style in written materials.

- Flexible, positive, team-oriented attitude, and ability to independently balance multiple projects while meeting deadlines. Ability to establish and achieve priorities; commitment to excellence, working cross-functionally and in teams.
- Exercise initiative, good judgment, and discretion.
- Have superior knowledge and command of Microsoft Office products.
- Strong organization and time-management skills; attention to detail is essential—can do attitude.
- Demonstrated reliable attendance to ensure successful and timely project completion.
- Must represent GHS in a professional manner and be able to work well with diverse groups of people.

Education: B.A. or B.S degree from an accredited college or university.

Required experience: Minimum of two years professional experience as a researcher/writer. Familiarity with historical research and using the primary sources, A focus in history is preferred. Experience with educational materials is a plus but not required.

To Apply

Please send cover letter including resume and writing sample (of no more than three pages) to:

Research and Writing Specialist
Georgia Historical Society
104 West Gaston Street
Savannah, GA 31401
Fax: 912.651.2831
Email: jobs@georgiahistory.com

No phone calls please