



## Historical Marker Associate

Working for the Georgia Historical Society: The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. One of the oldest state historical societies in the nation, GHS continues to lead as a dynamic and nationally recognized educational and research institution that fulfills its mission by presenting a variety of educational programs, authoring publications on Georgia and southern history, and operating a library and archives at its statewide headquarters in Savannah.

GHS is a member-supported 501(c)(3) non-profit organization, an equal opportunity employer, and provides its employees with industry competitive salaries and a comprehensive benefits package.

**Summary:** Under the direction of the Marker Manager, the Historical Marker Associate will coordinate the development and maintenance of new and existing historical markers across the state. This includes managing a comprehensive plan for the repair and maintenance of over 2,100 historical markers. Duties include providing information about the historical markers and GHS marker programs and initiatives to a variety of audiences through telephone and written communications, as well as public presentations both in-person and online. Marker projects will include regular communication with community volunteers, paid contractors, and municipal agencies at the state and local level.

### Qualifications:

*Knowledge, skills, and abilities:* The position will require the ability to work on multiple projects with competing deadlines, so the successful candidate must be able to handle multiple, concurrent tasks in an effective manner. Excellent writing, editing, and proofing skills required. Phone-based customer service experience a plus. Computer skills, including knowledge of MS Office required (especially MSWord, Excel, and Outlook – Access a plus). Experience with historical research highly preferred.

*Education:* A Bachelor's degree from an accredited college or university.

*Experience:* Two to four years of work-related experience.

### To Apply

Send cover letter, resume, and salary requirements to:

Historical Marker Associate

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: [912.651.2831](tel:912.651.2831)

Email: [jobs@georgiahistory.com](mailto:jobs@georgiahistory.com)

*No phone calls please*