



Marker and Program Coordinator

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 role of the Marker and Program Coordinator is to work with the Marker Manager to implement the statewide Historical Marker program as well as assisting with educational programs and events which fall under the Programs division of the Georgia Historical Society. In addition, this position will assist with Communications division activities. This is a full-time benefited position based in Savannah, GA.

Job duties and responsibilities: The statements below describe the scope of responsibilities and essential job duties of this position but should not be considered an all-inclusive listing of work requirements. Incumbent may perform other duties as assigned, including performing work in other departments.

- **Marker Program Outreach**
 - Answer telephone calls from the public, addressing initial inquiries regarding markers and other GHS programs. Build rapport with callers and listen carefully to their perspective and needs while maintaining a calm and professional tone.
 - Assist with the organization, preservation, storage, and maintenance of records (electronic and paper) associated with the Georgia Historical Marker Program.
 - Under direction of the Marker Manager, assist in the digitization of all historical marker records and the creation and maintenance of a new, searchable database for marker records. Ensure the timely digitization of all historical marker files and regular review and updating of all associated databases and web content.
 - Assist with the preparation of reports and with planning and scheduling of annual marker review committee meeting.
 - Assist in coordinating the marker maintenance program.
 - Develop a marker volunteer program which identifies individuals and organizations willing to volunteer for maintaining historical markers.
 - Assist with and represent GHS at historical marker dedications.

- **Communications**

With guidance and content from Program and Communications staff, implement a schedule of electronic outreach for GHS programs and initiatives, including social media posts, statewide electronic event calendars, press releases, and other announcements.

 - Using content created by self and others, format and edit *Headlines* newsletter and assist with distribution
 - Update and post to internal and external event calendars
 - Implement social media schedule with content created by GHS staff
 - Format approved press releases and edit for electronic distribution
 - Work on Honorary Host Committee development including outreach, initial ask letters and emails, follow-up calls, and final confirmation letters and emails.
 - Assist with daily assessment of overnight clippings and maintenance of the clippings binder and database and maintain the media database.

- Programs
 - Work with other staff to plan for events including food pick-up, set-up, and clean-up.
 - Staff GHS programs as needed.

- Community Engagement
 - In consultation with supervisor, represent GHS to local organizations through presentations on GHS programs and services
 - Represent GHS at various community events to promote membership, programs, initiatives, and collections
 - As appropriate, represent GHS with local professional organizations such as the Coastal Museums Association.

Qualifications:

Knowledge, skills, and abilities: Position requires poise, tact, and diplomacy as well as a demonstrated ability to work independently and as a part of a team. Ability to organize and to ask for assistance in prioritizing work and to act with initiative and good judgment required. Successful candidate must be a self-starter with flexibility and a willingness to get the job done. Excellent writing and proofing skills along with excellent problem solving, interpersonal, and communication skills required. Must be able to handle multiple, concurrent tasks in an effective manner. Strong attention to detail. Strong computer skills, including advanced knowledge of MS Office (MSWord, Excel, and Outlook).

Education: Bachelor's degree from an accredited college or university. Degree in history preferred.

Experience: Three to four years of related work experience. Experience working with the public required.

To Apply

Send cover letter, resume, salary requirements and writing sample to:

Marker and Program Coordinator
 Georgia Historical Society
 104 West Gaston Street
 Savannah, GA 31401
 Fax: 912.651.2831
 Email: jobs@georgiahistory.com

No phone calls please