



Vacancy Notice

COMMUNICATIONS, ADMINISTRATION, AND RETAIL MANAGER

Hours: Part-time, 30 hours per week, 9am-3pm Monday-Friday with some weekend/event hours as needed.
\$12 per hour.

Duties include:

Marketing and Communications

- Developing marketing strategies and design/write materials using design software
- Oversee placement of ads in a variety of media and management of marketing grants
- Manage social media accounts
- Develop newsletter, emails, and other communications to members
- May represent HC at events or third-party events (booths or talks)

Administrative Duties

- Daily shop and open/close procedures, including giving tours and financial processing
- Processing solicitations and thank-yous for members, donors, sponsors, and others
- General office management and phone duties; run errands
- Assistance at events (includes some evening and weekend hours)
- Assistance with other museum needs and processing, including managing volunteers/interns.

Gift Shop

- Oversee inventory, purchasing, and display of the gift shop

Skills needed:

- Excellent organizational skills and ability to juggle multiple tasks and manage time well with limited supervision.
- Excellent customer service skills.
- A detail-oriented self-starter who works to improve organizational processes.
- Proficiency with computers, MS Office suite, Wordpress, and social media platforms. Proficiency with design software (e.g. InDesign and Adobe Illustrator) and principles. Experience with Point of Sale systems preferred.
- Ability to work as a team with a small staff.
- Ability to adapt and be flexible.

Experience and Education needed:

- Bachelors degree and related experience, Associates degree with 2+ years' related experience, or 4+ years of marketing experience
- 2+ years of customer service experience required. Retail experience preferred.
- Portfolio of design work preferred.

TO APPLY: Send your resumé and any supporting documents you deem appropriate to Halie Brazier, Executive Director at halie@historiccamden.org. Examples of design and marketing work are recommended.

A full job description is available upon request. Because we work with children, all HC staff are given a background check. Reliable transportation is necessary for this job, as is the ability to walk around a large site to give tours and to lift up to 30lbs.