

## **Outreach and Communications Manager**

Montgomery History  
Rockville, Maryland

Montgomery History seeks a skilled, experienced, and enthusiastic professional for the position of Outreach and Communications Manager. This is a permanent, full-time position with a Tuesday through Saturday workweek. Some evening hours required, as well. Because programs and events involve outreach throughout Montgomery County, access to reliable transportation is required.

The successful candidate will be an integral part of our team and will advance the organization's mission by developing programs, organizing and marketing events, and leading external communications.

### **About Montgomery History**

Montgomery History collects, preserves, interprets, and shares the histories of all of Montgomery County's residents. To that end, we operate the c. 1815 Beall-Dawson House as a historic house museum, the Stonestreet Museum of 19<sup>th</sup> Century Medicine, and the Jane C. Sween Research Library. We also manage the County's official government archives and maintain a 10,000-item collection of historic artifacts dating from prehistory to the present. We host and participate in numerous public events every year including our annual Montgomery County History Conference. With a focus on outreach and inclusivity, our new "pop-up" exhibits, such as a hands-on one featuring historic typewriters, have proven to be exceedingly popular, as has our well-known Speakers Bureau. Montgomery History is also home to the Center for Suburban Studies, which explores the county's more recent past.

### **Responsibilities**

The Outreach and Communications Manager will report to the Executive Director and will work closely with all staff. Responsibilities include:

#### ***Programs and Events (50%)***

- Lead all public programs and events, including the annual History Conference, Heritage Days, lectures, and more.
- Organize, schedule, set-up, and represent Montgomery History at pop-up exhibits, promotional opportunities, and other events throughout the community.
- Develop and implement innovating and exciting programs in connection with Montgomery History's changing exhibits.
- Develop and implement programs educational for adults and children, both in Rockville and in other locations around the county, to serve our members and the larger community.
- Develop new activities and program to engage new and under-served audiences.
- Use event software to manage event ticketing and logistics.
- Work closely with partners, vendors, and donors to successfully execute programs.

### ***Communications (50%)***

- Lead communications and PR efforts to increase Montgomery History's visibility.
- Oversee production of quarterly newsletter, including schedule, writing, design/layout, editing, and distribution.
- Develop and coordinate the production of promotional materials related to fundraising and program activities.
- Create promotional materials and oversee all marketing efforts for programs and events.
- Collect and analyze visitation data.
- Maintain, update, and improve website content and design.
- Oversee social media presence on Facebook, Instagram, and Twitter.
- Create e-newsletters to distribute twice a month.

### **Requirements:**

- Bachelor's degree or equivalent.
- At least two years of relevant professional experience.
- Outstanding writing, organizational, time management, and program development skills.
- Highly organized, thorough, and detail-oriented.
- Able to lift 40 pounds and assemble display/exhibit independently.
- Proficiency in Microsoft Office, Wordpress, and social media platforms.
- Familiarity with graphic design techniques.
- Experience developing promotional materials such as brochures, fact sheets, newsletters, and press releases.
- Creativity, inquisitiveness, flexibility, and good humor.
- Availability to work evenings and weekends.
- A valid driver's license.

### **Preferred skills and experience:**

- Experience working with the public and managing volunteers.
- Experience working collaboratively with community partners.
- Photography and video experience.
- Experience working in a small nonprofit setting.
- Knowledge of the history and culture of Montgomery County, Maryland.

### **To Apply**

To apply, please email cover letter, resume, writing sample, and four professional references to Matthew Logan, Executive Director at [info@MontgomeryHistory.org](mailto:info@MontgomeryHistory.org). Type "Application for Outreach and Communications Manager" in the subject line. Applications will be received until the position has been filled. No phone calls please. All applicants will be notified their application has been received. Selected applicants will be contacted for telephone and/or in-person interviews.