



PROGRAM COORDINATOR (HISTORICAL MARKER PROGRAM)

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.

Position Summary: The Program Coordinator will coordinate the maintenance of existing historical markers and assist with the development of new markers across the state. The incumbent will work with vendors, volunteers, and community stakeholders to ensure ongoing maintenance and support for the historical marker program. Incumbent will also work with GHS staff on projects that develop new markers and marker resources and maintain marker program website, files, materials, and data. Duties include providing information about historical markers and GHS marker programs/initiatives to GHS staff as well as to a variety of audiences through telephone and written communications to internal and external audiences. This is a full-time, onsite position based in Savannah, Georgia.

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

Percentage of Role – 75%:

- Coordinating the marker maintenance program. Work with officials from state and local agencies such as the Georgia Department of Natural Resources, Georgia Department of Transportation, city/county government, and private history/historic preservation organizations to retrieve, refurbish, and reinstall historical markers statewide. Work with subcontractors throughout the state of Georgia to implement projects related to the refurbishment and installation of historical markers. Assist in coordinating the casting, delivery, and installation of markers throughout Georgia. Ensure the documentation (including photographs) of all historical marker work, including repair, replacement, and refurbishment. Maintain updated records in all files and databases. Identify resources throughout the state to assist with Marker Preservation.
 - Responding to reports from the public about missing or damaged markers, including confirming details of markers reported missing or damaged through online forms as well as through phone calls, emails, and other communications.
 - Responding to initial inquiries about all marker programs, including communication with potential marker sponsors, vendors, and contractors.
 - Conducting research on historical marker topics and locations. Reviewing, editing, and drafting marker text in coordination with other program staff.
 - Maintaining regular communication with community volunteers, partners, paid contractors, and municipal agencies at the state and local levels.
- Analyzing program data and assisting as needed in the development of program materials including reports and promotional materials.

- Maintaining an up-to-date database of marker incident reports and managing all logistics, paperwork, and reporting for existing Georgia Historical Marker Program and markers previously erected by the Department of Natural Resources and other State agencies (now under the GHS Marker Program umbrella).
- Assist with the development of social media postings regarding markers.
- Digitize and maintain marker-related files. Managing the organization, preservation, storage, and maintenance of records (electronic and paper) associated with the Georgia Historical Marker Program. The Program Coordinator will work with management to update and maintain all historical marker records as well as online and in-house marker databases and create and format database reports as needed by all departments, including the digitization of records as necessary.
- Create and maintain ArcGIS maps and other public-facing program resources that encourage the exploration of Georgia's historical markers. Working under the direction of the Program Manager, design and implement new map-based resources and maintain and update existing resources related to marker trails, themes, and other materials.
- May assist with marker dedications including staffing marker dedications as needed.

Percentage of Role – 25%:

- Provide support for Education and Program-related projects and campaigns, including the *Georgia History Festival*. Conduct research to support various programs, initiatives, and campaigns, such as the marker program and various educational programs. Provide archival research for donors, members, and other external audiences, which may include content research across a variety of collections and repositories.
- Coordinate mass mailing campaigns and support institutional outreach and customer service tasks as needed. Secure appropriate supplies, ensure adequate postage is available, and lead the organization in fulfillment activities including taking items to the post office.
- Provide support to other departments and staff in the coordination of events and the development and implementation of resources, programs, and workshops. Will assist with outreach for public programs. Assist in cultivating partnerships with community organizations and agencies. May track and monitor program activities and performance using established metrics and ensure all documentation related to program activities (e.g., attendance, feedback, surveys) are collected, organized, and stored accurately. Will Staff GHS programs as needed which may include working occasional evenings hours. Assist with outreach for public programs as needed. Order supplies, schedule meetings, and assist with mailings. Support event logistics including setup, cleanup, and staffing. Assist in cultivating partnerships with community organizations and agencies. Responsibilities include working with others to organize elements of programs for general audiences including public programs of the Recognizing an Imperfect Past initiative, as well as programming related to *Today in Georgia History*, and the Business History Initiative. The position also assists with grant-funded projects supporting K-12 education and programs for the general public.

Supervisory responsibilities: None

Qualifications:

Position requires adaptability and emotional maturity and intelligence in a demanding and fast-paced environment and an employment history that reflects tenure and stability. Comfort working selflessly behind the scenes for the good of the institution.

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 are required. Ability to work to meet deadlines. Problem solving, interpersonal, and communication skills are required. The position requires poise, tact, and diplomacy. Computer skills, including knowledge of MS Office required (especially MSWord, Excel, and Outlook – Access a plus). Phone-based customer service experience highly preferred. Experience with ArcGIS, historical research, and skill with web content creation is highly preferred.

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

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

Physical Requirements:

Must have the ability to sit for extended periods, stand and walk occasionally, reach with hands and arms, and lift/carry objects up to 25 pounds occasionally. Must be able to ascend and descend stairs. Must use hands to manipulate objects including a keyboard/mouse and GHS collection material. Must have good vision and hearing to perform tasks like reading documents and communicating with colleagues, donors, patrons, and the general public in person and over the phone. Must provide staff support with an annual event requiring additional work hours and advanced walking, standing, reaching, lifting, and carrying materials. This annual event will require an ability to hear accurately to interact with the public, demonstrate clarity of vision, judge distance and space relationships, and identify and distinguish colors.

To Apply:

Send Cover Letter, Resume, and Salary Requirements to:

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

No Phone Calls Please
