



Position Opening Communications Manager

The Historical Society of Michigan seeks a qualified individual to serve as Communications Manager.

The Communications Manager is responsible for leadership of HSM publications, including the *Chronicle*, *Historic Michigan Travel Guide*, and *Michigan History Directory*; the HSM website and social media pages; public relations efforts; advertising, support of marketing initiatives and other duties as assigned.

Duties and Responsibilities

Publications

- Direct editorial and production of the quarterly *Chronicle* as its editor
- Compile and edit the triennial *Historic Michigan Travel Guide* and *Michigan History Directory* as co-editor
- Develop and/or collaborate on other publications as assigned

Public Relations

- Manage press releases and press contacts
- Assist in public outreach for HSM
- Write, edit, and produce direct mail, flyers, brochures, etc.
- Assist with marketing HSM conferences, workshops, and other events through the development of conference flyers, signage, press releases/blasts, etc.
- Assist in developing and implementing marketing initiatives

Advertising

- Manage advertising for both *Michigan History* and *Chronicle* magazines.

Website and Social Media

- Oversee and manage the HSM website
- Manage HSM social media pages

Other

- Assist at various HSM events
- Provide editorial support to HSM staff by proofreading all mailings and promotional materials
- Other duties as assigned

Salary Range: \$28-32,000

Reports to: Executive Director of Historical Society of Michigan

Minimum Qualifications:

- Bachelor's degree in Journalism, Public Relations, Marketing, or a related field
- Minimum of three years experience
- Editorial experience
- Expertise in working with and applying AP Style
- Web content management experience (i.e., WordPress)
- Experience with Microsoft Office and Adobe Creative Suite
- Outstanding interpersonal, communication, and managerial skills
- Demonstrated ability to work independently and as a team member
- Interest in or experience working with nonprofit organizations
- Interest in Michigan history is a plus

Review of applications will begin immediately and continue until the position is filled. We encourage applications from under-represented groups, including minorities, women, and people with disabilities.

To apply please email a cover letter and resume to resume@hsmichigan.org. The position will remain open until filled.