

**DeKalb History Center**  
**Exhibits & Communications Coordinator**

The DeKalb History Center (DHC) is a membership based nonprofit dedicated to collecting, preserving and sharing the rich history of DeKalb County, Georgia. The DHC is a small organization with a track record of strong growth. We are located in the Historic DeKalb Courthouse in downtown Decatur. We offer excellent benefits to our employees.

**SUMMARY OF FUNCTIONS:** You will be responsible for creating and implementing rotating exhibits at the DHC and all of the organization's external communications.

**Job Summary**

The Exhibits and Communications Coordinator is responsible for developing, planning, creating, and installing rotating exhibits. You will design artwork, graphics, displays, text panels and labels and develop content with other staff. You will also coordinate and implement marketing for all DHC programs and services, ensuring that all communications are organized, intentional, effective, and sustainable.

**Major Duties and Responsibilities:**

**Exhibits**

- Coordinates all aspects of preparation, installation and de-installation of rotating exhibits at the DHC.
- Works with staff to set schedule for phases of exhibition installation and ensures that deadlines are met. Carries out design plans as indicated.
- Writes exhibit text with staff help if needed, coordinates label and text panel development and production.
- DIY or contracts out: graphics, framing, mounts for artifacts, etc.
- Maintains supplies for all exhibit design tasks (including pedestals and platforms) and lighting in galleries. Ensures that galleries are in good condition.
- Supervises contractors, volunteers, and interns during exhibit installation.
- Works with staff to develop and implement exhibits-based programming.
- Responsible for safe handling and movement of artifacts. Provides instruction as needed.
- Manages Exhibition Design "studio" for in-house design activities.
- Develops and implements a museum housekeeping plan.
- Works with Archivist to assist in processing and inventorying new and incoming museum collections. Includes cataloging of permanent collections, processing acquisitions, including accessions, loans, de-accessions, etc.

**Communications**

- Responsible for developing and maintaining communications strategies to meet organizational objectives.
- Increase awareness of DHC's services, programs, resources, and membership through effective communication across all platforms including social media and our website.
- Develop and maintain a consistent brand, internal style, and message for the DHC across all marketing platforms.
- Design and/or commission promotional materials for programs, membership, rentals, and archives (membership brochures, invitations, etc.).
- Write new stories and press releases for the media and general public.
- Collect, refine, edit and distribute PR materials from other staff members to various media outlets including DHC's broadcast emails.
- Responsible for creating, gathering material for, and editing our quarterly newsletter.
- Manage and grow existing or new DHC social media accounts; ensure that the mix of posts and news represents DHC's mission and members.
- Coordinate the design and implementation of a new website with input from all staff. Maintain and update existing and future website with consistency, branding, and messaging in mind.
- Develop new marketing opportunities and improve existing strategies.

**General**

Perform other duties as assigned by Executive Director. All members of the staff are required to support DHC programs that are held after normal working hours and to assist with projects that may lie outside their primary areas of responsibility.

## **Experience and Educational Requirements**

BA in Museum Studies, Exhibit Design, History, Fine Arts, Public History, Communications, or related fields, and at least three years of significant experience working in exhibit design for a nonprofit, history organization, or museum. Ideally, the candidate also has professional skills or abilities related to archives and historical research. Prior employment at a small non-profit and a passion for history are pluses.

## **Skills**

Must have excellent written communications skills, as you will edit *and* produce content for the organization that represents us internally (exhibits) and externally (communications).

The Coordinator must also have excellent oral communications skills, and the ability to manage multiple projects at the same time with attention to detail.

Demonstrated creativity in design of exhibit and/or communications materials.

Experience with digital/social media marketing needed.

Knowledge of museum practices, object handling, exhibition development, and writing for museums.

Knowledge of or ability to learn collections management software, Microsoft Word and Excel.

Valid Georgia Driver's license.

## **Physical Functions**

Primary work in an office environment but occasionally outside (city festivals, children's programming, etc.). Must be able to lift a minimum of 40 pounds. Sitting, standing and walking for periods of time.

## **Organizational Relationships**

Reports to the Executive Director; works with all staff members as assigned; committees and volunteers as needed.

## **Time Requirements:**

This is a fulltime exempt position. The Communications Coordinator reports 8:30 – 5:00 Monday through Friday with a flexible schedule to allow some weekend and after-hours work for programs, events and festivals.

## **TO APPLY**

Submit cover letter, resume, two samples of graphic design, and two writing samples to [forgey@dekalbhistory.org](mailto:forgey@dekalbhistory.org). Review of applications will begin immediately and continue until the position is filled.

*No walk-ins or phone calls.*