

Hancock Historical Museum

Marketing & Special Events Coordinator

The Hancock Historical Museum is seeking a dynamic and organized professional to join our team as Marketing & Special Events Coordinator. This role combines creativity and strategic marketing to enhance the museum's visibility, focusing primarily on event coordination and targeted marketing efforts. The coordinator will manage the museum's annual event calendar, coordinate vendor communication, promote and manage facility rentals, create print communications for donors, and maintain internet media.

Reporting to the Executive Director, this full-time position occasionally requires evening and weekend availability for events.

Job Responsibilities:

Marketing

- Ensure consistent use of brand assets and messaging aligned with the museum's mission.
- Develop and manage digital content for social media, website (Wix), and email campaigns.
- Produce and distribute a quarterly newsletter highlighting museum programs and opportunities.
- Promote events, fundraising, educational programs, exhibits, and facility rentals via print and digital channels.

Event Coordination

- Manage facility rental inquiries and logistics for private events.
- Assist with planning and execution of fundraisers, educational programs, family events, and donor activities.
- Collaborate with the Executive Director to coordinate major recurring events like Oktoberfest Findlay!, Historic Barn Tour, and Historic Homes Tour.

Additional Responsibilities:

- Deliver excellent customer service and maintain a welcoming visitor experience.
- Collaborate with the Education and Volunteer Director on marketing materials for children's events.

- Maintain accurate records of revenues and expenditures.
- Perform other duties as assigned by the Executive Director or Board of Trustees.

Skills, Qualities and Experience Desired:

- 1–3 years of experience in marketing, graphic design, or event planning.
- Proficiency with graphic design tools (Canva, Illustrator, Photoshop, etc.) and Microsoft Office.
- Experience with website management (Wix) and SEO.
- Strong multitasking, time management, and communication skills.
- Ability to perform manual labor for event setup and teardown.
- Detail-oriented, independent, and team-focused.
- Interest in history preferred; nonprofit or cultural institution experience is a plus.
- Undergraduate degree in marketing, event management, business, graphic design, or related field preferred; equivalent experience considered.

Additional Qualifications:

An undergraduate degree from an accredited college or university in marketing, event management, business administration, graphic design or other relevant area of study is strongly preferred.

Alternative combinations of education, skills, and experience will be considered.

If you are a creative professional with a passion for community engagement and local heritage, we encourage you to apply and help us continue preserving Hancock County's legacy for future generations.

Interested candidates should submit a cover letter and resume to Abigail Inbody, Executive Director at ainbody@hancockhistoricalmuseum.org. Applications will be accepted until December 26th. Candidates will be asked to provide work samples and references during the interview process.

The Hancock Historical Museum is a 501(c)3 nonprofit organization in Findlay tasked with preserving the rich heritage of Hancock County to honor the past and inspire the future. The

museum seeks to fulfill its mission by preserving historic artifacts within our collections, exhibiting these tangible connections to our past, and instilling an appreciation for local history through educational programming. Since it was founded by five civic-minded businessmen in 1970, the Hancock Historical Museum has grown to become an important community asset and one of the most comprehensive organizations of its kind in the region.