

Education & Public Relations Manager

Job Description

The Americans Swedish Historical Museum seeks a passionate experienced communicator to join our team! The Education and Public Relations Manager will manage educational tours, children and family programming, and external communications. The successful candidate will have proven oral and written communication skills, some experience with graphic design, and experience conducting tours and working with children.

Major Responsibilities Include:

- Developing, scheduling, and conducting educational, mission-based onsite, outreach, and virtual tours specializing in children and families.
- Supervising work of education intern(s) and marketing assistant.
- Create/write content for all marketing materials such as press releases, brochures, newsletters, and weekly e-mails.
- Devise overall advertising strategy and purchase ad placements.
- Develop and implement the institutional vision for social media communications.
- Keep americanswedish.org up-to-date
- Graphic design for museum exhibitions

Requirements:

- Bachelor's degree in a humanities field or communications required; Master's degree in Museum Education or Communications preferred
- 2-4 years of experience working in a museum setting (Master's Degree can be equivalent to 2 years of experience.)
- Excellent written and verbal communication skills and reflect a polished, professional demeanor in a variety of situations
- Understanding of best practices in museum education
- Experience with social media in a business, non-profit, or club setting
- Excellent editing and proofreading skills
- Ability to work on several different projects simultaneously
- Experience with the Microsoft Office suite required; Experience with Adobe Professional suite preferred
- Valid driver's license
- Must be able to lift at least 50 lbs.
- Knowledge of Swedish and Scandinavian culture is preferred but not required.

Work Schedule and Compensation

The regular work schedule for the Education and Public Relations Manager is Monday through Friday, 8:30 am to 4:00 pm (including half an hour for lunch). The Museum's busy schedule of activities will also require evening and weekend work. Salary Range: \$42,000-46,000 dependent on qualifications and years of experience. We offer medical and dental insurance and a 403b plan.

Reporting

The position reports to the Executive Director and works collaboratively with the entire staff team of 5 full-time and 5 part-time staff members. The successful candidate will regularly represent the museum on and off-site to educational institutions and members of the press. As a member of a small museum staff, they will also be a key member of the team who works on museum events, serve daily visitors, and cultivate members and donors.

About the Organization:

The American Swedish Historical Museum (ASHM) was founded in 1926 to preserve and present Swedish and Swedish-American history and culture to a broad audience. The ASHM is the oldest Swedish museum in the United States, and the only museum in the East to present the Nordic people's contributions to the history of America – contributions encompassing the arts and humanities, industrial design, science and technology, from the founding of the New Sweden colony in 1638 to the present day. The ASHM fulfills its mission of sharing Swedish culture through permanent, temporary, and traveling exhibitions, public events, and educational activities.

The American Swedish Historical Museum is an equal-opportunity employer. ASHM affirms its commitment and pledges its full support to equal employment opportunity for all persons without regard to race, color, religion, national origin, gender identity, age, sexual orientation, veteran status, or disability.

**To apply for this position, please submit a cover letter, resume, and writing sample to jobs@americanswedish.org. No phone calls, please.
The application deadline is June 4, 2023.**