



Position: Marketing Manager, National Hellenic Museum

Description

The National Hellenic Museum (NHM) is a non-profit organization with a mission to share Greek history, culture and the Greek American story in relevant and meaningful ways.

The NHM seeks a Marketing Manager responsible for the marketing development, planning, daily management, and successful execution of its social media, marketing and project specific marketing needs.

The Marketing Manager will develop and implement a marketing plan for the Museum, coordinate strategic outreach efforts through multiple media outlets and coordinate and promote content placement across multiple media platforms. This position will work closely with our Events and Development staff to coordinate Museum messaging across multiple groups and will be available to assist with the development and implementation of new museum content.

Key Responsibilities include:

- Outstanding written communication skills are required.
- Analytical skills must include social media knowledge, content creation experience, and marketing strategy experience.
- Must be proficient in Canva, Adobe and Constant Contact.
- Ability to collaborate with PR and marketing contractors regarding content while owning the content calendar for the organization.
- Must have strong written communication and organization skills to create, manage and distribute newsletters.
- Ideal candidate would also have project management skills to create fundraising appeals, donor appeals and member communications.

Position Qualifications:

- The ideal candidate will have all of the above along with a bachelor's degree
- 5 years of relevant previous experience in a museum or educational environment

Performs other related duties as assigned.

Physical Requirements

- Lifting, moving, adjusting, or pushing objects up to 20 pounds in all directions



- Move self in different positions to accomplish tasks, and ascend and descend stairs
- Remain in a stationary position, often standing or sitting for prolonged periods
- Ability to operate computers, printers, and telephones

Please note, the National Hellenic Museum requires all employees to be vaccinated against COVID-19, following all applicable legal requirements and considerations.

Hours and Requirements of the Position: Full-time, Monday through Friday, 9:00 am to 5:00 PM, including occasional early morning, late evening, and weekend hours related to meetings or events. Schedules can be flexed when evening or weekend hours are needed.

Location: Office located at 333 S. Halsted St, Chicago, IL 60661. Potential for partial hybrid work schedule.

Benefits: Medical, Dental, Vision insurance, paid time off including holiday and accrued vacation days.