



## **Position Announcement Marketing & Events Specialist**

**About Willamette Heritage Center:** The mission of Willamette Heritage Center is to connect generations by preserving and interpreting the history of the Mid-Willamette Valley. Created in 2010 by the merger of Marion County Historical Society and Mission Mill Museum Association, Willamette Heritage Center fulfills its mission through tours, exhibits and maintenance of an extensive archives. The 5-acre campus holds 15 historic structures that tell the story of Oregon before statehood, Oregon textile heritage, the people and places of Marion County, waterpower, and the railroad.

**Position Summary:** The Marketing & Events Specialist is responsible for Willamette Heritage Center's marketing efforts for the museum and for special events. In addition, this position works with other staff to organize events such as Sheep to Shawl, Oregon Trail Live, Magic at the Mill, Wedding & Event Show, and exhibits held at Willamette Heritage Center. The position involves some volunteer recruitment and coordination.

**Supervisor:** Sales Director

### **Core Responsibilities:**

**-Coordinate the WHC marketing, outreach and communication programs, including:**

- Design and produce print newsletters, monthly/weekly electronic announcements, invitations and other materials
- Update and produce printed materials as needed
- Distribute and update web-based event calendars
- Develop, monitor and maintain relationships with media outlets, contacts and promotional partners
- Write and distribute press releases for events and news from WHC
- Market Willamette Heritage Center through website, social media and email
- Seek opportunities for outreach
- Coordinate and participate in outreach activities
- Work with the Development Department to produce fundraising collateral
- Design advertisements for various print publications
- Track marketing success and report progress

**-Assist with all WHC events. Tasks include:**

- Work with WHC staff to envision and develop programming for events

- Establish and maintain timelines for event preparation
- Develop detailed schedules for events, including site pre/clean, activities schedule, etc.
- Schedule entertainers, lecturers, etc.
- Prepare signage and printed materials
- Recruit volunteers for special events
- Coordinate volunteer and staffing needs and assignments

**Qualifications:**

- Commitment to Willamette Heritage Center's mission
- Excellent written and verbal communication skills
- One year of professional marketing experience or a bachelors degree in Marketing, Communications or similar field
- Graphic design skills
- Experience with Wordpress or similar web content management
- Demonstrated organizational skills
- Mastery of office software including Word, PowerPoint, Excel, and Adobe Illustrator
- Team player
- Sense of humor

**Terms of Employment and Compensation:** The wage range for this full-time, nonexempt position is \$12.11 - \$15.80 per hour based upon experience. Benefits include health insurance for the employee and paid time off.

Willamette Heritage Center is an equal opportunity employer. All qualified persons will be considered for employment without regard to gender, race, religion, age, disability, national or ethnic origin, gender identity, sexual orientation, veteran's status or any other protected status in accordance with local, state, and federal law.

**How to Apply:** Please submit a cover letter and resume to James K. Phelps, Interim Executive Director, at [jamesp@willametteheritage.org](mailto:jamesp@willametteheritage.org) or mail to Willamette Heritage Center, 1313 Mill Street SE, Suite 200, Salem, OR 97301. For full consideration, apply by Monday, July 2. Position open until filled.