



COMMUNICATIONS AND EVENTS COORDINATOR

Classification: Full-Time; Non-Exempt

Department: Communications

Reports to: Events Manager

Date Updated: August 28, 2025

JOB DESCRIPTION

Position Summary:

The Events and Communications Coordinator provides administrative assistance to the Communications Department and its managers. This position will work closely with the Communications team on the planning and execution of fundraising events, communication projects that support the promotion of HCF's two museum houses and affiliated programs, and departmental administrative tasks such as committee meeting preparation and follow-up assistance.

Duties:

- Support Communications Manager with all Marketing and Communication needs for The Charleston Festival, Charleston by Design, the PreserVISIONist Membership, and HCF's historic house museums.
 - Assist in the development and execution of a Marketing and Communications Plan.
 - Create social media content for HCF events on Instagram, Facebook, YouTube, and Tik Tok.
 - Collaborate with the Communications Manager to schedule timely posts and communiques.
- Work directly with the Events Manager and with input from committee members to graphically design invitations, newsletters, signage, and event promotions for print and digital applications. Assist with vendor relationship tracking, event planning/set up/execution.
- Contribute to The Charleston Festival throughout its multi-week duration, with responsibilities ranging from event set up/breakdown to docent substitutions to guest check-in and visitor management and in other ways as needed.
- Facilitate PreserVISIONist Committee activities: track members' status, record meeting minutes, create and schedule annual calendar of events.
- Completion of assigned duties may necessitate the use of your personal vehicle.
- Other duties as assigned.

Position Requirements:

- Bachelor's or Associate's degree in a related field such as graphic design, marketing, communications, arts/event management or other relevant course of study
- Experience using platforms like Meta Business, Adobe Express, Canva, MailChimp strongly preferred.
- Graphic design experience
- Behind-the-scenes event experience, including working directly with vendors.
- Knowledge and passion for historic preservation, non-profit/mission driven organizations, American history, art history, architecture, and/or decorative arts is beneficial.
- Comfortable skill level with employing evolving tactics/techniques on social media platforms including TikTok, Instagram, etc.
- Outstanding written and verbal communication skills with exceptional editing and proofreading skills
- Proficiency in MS Office, specifically Word and Excel, as well as web-based research
- Flexibility and ability to work under pressure.
- Logical, quick-thinking, solution-oriented, and cheerful outlook
- Strong interpersonal, organizational, and time management skills
- Ability to effectively communicate with vendors, customers, and coworkers in timely and collaborative manner.

Time Requirements: A minimum of 30 hours per week, which includes flexible hours.

- Ability to work an altered and non-traditional work schedule, including some weekends and evenings, to support HCF programs and events.

Work Environment:

- The position is primarily located in the office at 40 East Bay Street, with occasional trips to the two museum houses and various other locations throughout Charleston area.
- May be required to lift boxes and supplies up to 30 lbs.

The employment relationship with Historic Charleston Foundation is at will and can be terminated by either you or the foundation at any time, for any reason. Neither this form, or any oral or written policy or procedure, nor any representation by any HCF employee, supervisor or officer can or will change the at-will nature of your employment.

Historic Charleston Foundation is a nonprofit organization with a mission to preserve and protect Charleston's architectural, historical, and cultural heritage.

Interested applicants should send a cover letter and resume to
careers@historiccharleston.org

Candidates should be prepared to provide samples of their work which showcase their graphic design and writing skills during the interview process.