

Join our Team!

MARKETING COORDINATOR



Southdown Plantation & Museum is currently looking for an eager candidate for our Marketing Coordinator role. Beginning as an entry-level position, the Marketing Coordinator will work directly with our Office Administrator and Facilities Manager on developing a strong marketing plan to help grow our organization through event planning, public relations activities, and other tourism opportunities.

All full-time and part-time employment roles are directed under the Terrebonne Historical & Cultural Society (THACS) and their respective Board of Directors and Officers. THACS is a 501(c)(3) non-profit corporation dedicated to the preservation and promotion of history, culture, and the arts in Terrebonne Parish. THACS receives no public funding from the parish, state, or federal government. All funds come from admission fees, grants, donations, and membership fees. Southdown buildings and grounds are owned and operated by the Terrebonne Historical & Cultural Society, Inc.

The entry-level Marketing Coordinator role will be responsible for the following tasks:

- **Event Development & Bookings** Take the lead on private and public events to be held at Southdown.
- **Grant Applications** Identify and apply for grant opportunities to assist in funding operations.
- **Marketing & Advertising Plan** Develop and manage all marketing and advertising opportunities.
- **Website & Social Media Updates** Produce and manage all web and social media content for Southdown.
- **Public Relations** Represent Southdown in the community and in organizational opportunities.

QUALIFICATIONS

BA/BS or 2 YRS WORK EXPERIENCE PREFERRED
 OUTGOING PERSONALITY FOR COLLABORATION
 STRONG CUSTOMER SERVICE SKILLS
 ATTENTION TO DETAIL & QUICK LEARNER
 PHYSICALLY ABLE TO STAND FOR LONG PERIODS
 PHYSICALLY ABLE TO WALK UP/DOWN STAIRS

TECHNICAL SKILLS

PROFICIENT IN MICROSOFT OFFICE
 PROFICIENT IN CREATIVE SOFTWARE
 STRONG EMAIL & INTERNET SKILLS
 BASIC OFFICE OPERATIONAL SKILLS
 WEB CONTENT DESIGN SKILLS PREFERRED
 PHOTO EDITING SKILLS HELPFUL

BENEFITS

FULL-TIME: 40 HOUR WORK WEEK
 OFFICE HOURS: 9:00 AM – 5:00 PM
 FLEX HOURS AVAILABLE BASED ON EVENTS
 EARNED VACATION AND COMP-TIME
 PAID HOLIDAYS
 COMPENSATION ALLOWANCES

SALARY STARTING AT \$32,000 – NEGOTIABLE ON QUALIFICATIONS AND SKILLS

To apply for the Marketing Coordinator role or should you have any questions pertaining to it, please email a complete resume including education, work experience, and any relevant project experience, to: thacs@southdownmuseum.org.



ARTS & CULTURE



HISTORICAL EDUCATION

