

Heritage Marketing and Events Specialist

The Cleveland Restoration Society is seeking a Marketing and Events Specialist to join its dynamic organization. The right individual will have at least 2-3 years of experience in planning events (large and small, focused and multi-sensory), securing sponsorships and creating marketing tie-ins and collaborations with aligned organizations. We seek to create multi-sensory events that are out of the ordinary, tell the Cleveland story and increase emotional connections to historic places in Cleveland, Cuyahoga County and Northeast Ohio. The successful candidate will know how to leverage opportunities for media coverage from the day-to-day excellent work of the staff and perform a range of functions.

The Marketing and Events Specialist will:

- Organize and produce at least three large events per year and an additional 6+ smaller events;
- Cultivate individual sponsors, corporate supporters and event underwriters to bring important resources for events;
- Develop marketing and communication strategies that support the organizational work of the Society;
- Develop local, regional, and national print, broadcast and social media coverage;
- Develop press releases through the approval process and release to the wire;
- Work with graphic designers in coordination with senior staff to produce print and image-related materials and resources;
- Fulfill public relations objectives with the support of senior management.
- Bring ideas and energy to the development of events that promote historic preservation;
- Develop strategies to increase membership and create meaningful experiences for members.

This position works closely with the Director of Preservation Services, the Manager of Development & Publications and reports to the President. Interactions are with staff across multiple disciplines. This can be either a full-time, permanent position or a part-time permanent position.

Qualifications: At least a Bachelor's degree in a field aligned with historic preservation, American history, and/or marketing and communications preferred. Knowledge of Cleveland, its history and neighborhoods, culture and architecture, African American history and heritage tourism is beneficial. Excellent oral and written communication skills are essential. Attention to detail and strong organizational skills required. Ability to work well with others in a fast-paced office is essential to success.

The Cleveland Restoration Society is an award-winning local heritage organization, a founding member of the National Preservation Network and a partner of the National Trust for Historic Preservation. It offers competitive salaries and a full slate of benefits after a six-month introductory period. Please submit a cover letter, resume, college or university transcripts, and a writing sample to Tom Jorgensen, Chief Operating Officer, tjorgensen@clevelandrestoration.org no later than March 15, 2019. No calls, please.