

MARBLEHEAD



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MARKETING AND SOCIAL MEDIA COORDINATOR

Marblehead Museum, the local history museum of Marblehead, Massachusetts, seeks a part-time Marketing and Social Media Coordinator based in the Carolyn Lynch Education Center.

This regular year-round position reports to the museum's Associate Director.

The first year of this position will have a focus on the 250th anniversary of the American Revolution, and the opening of our new building, the Jeremiah Lee Brick Kitchen. The museum seeks a creative, audience-centered candidate who can help the staff find innovative ways to share our substantial Revolution-based content. Historical background in the Revolution is not required.

DUTIES

- Distribute digital and print marketing materials for the museum's events and programs.
- Write and coordinate posts for the museum's social media channels (currently Facebook and Instagram) and assist the Associate Director in developing the monthly social media calendar.
- Act as the on-site manager of the Lynch Center one day per week, greeting visitors, providing orientation, and conducting gift shop sales.

SCHEDULE AND COMPENSATION

The Marketing and Social Media Coordinator will work 8 hours per week. This position must work onsite. The pay rate is \$17 per hour.

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QUALIFICATIONS

- 1-2 years of experience in marketing or social media. Internship, volunteer, or fellowship experience would also meet this requirement.
- Customer service experience preferred.

APPLICATION INSTRUCTIONS

Please send a cover letter and resume to Jarrett Zeman, Associate Director, at jarrettzeman@marbleheadmuseum.org by January 30, 2026.

Interviews will be conducted at the museum the week of February 9th, or at a mutually agreeable date.

ABOUT THE MUSEUM

The Marblehead Museum is a 501(c)(3) nonprofit and the local history museum of Marblehead, Massachusetts. Located 18 miles north of Boston, it consists of the Jeremiah Lee Mansion, the Civil War Museum, the J.O.J. Frost Gallery & Carolyn Lynch Education Center, and the Jeremiah Lee Brick Kitchen, a new museum on the history of enslaved life opening in 2026.

Its mission is to preserve, protect, and promote Marblehead's past as a means of enriching the present. Marblehead Museum welcomes people of all ages to discover what makes Marblehead extraordinary through innovative learning opportunities.

The Marblehead Museum is an equal opportunity employer and does not discriminate on the basis of race, color, sex, religion, sexual orientation, gender identity, national origin, age or disability.

For more information, check out our website at <https://marbleheadmuseum.org/>