POSITION AVAILABLE
(Cultural & Historical Coordinator)

The Colleton Museum is looking for potential candidates to fill the role of Cultural and Historical Coordinator. Candidate will join a strong team environment and will focus on the historical assets within the museum and beyond. A candidate with a Bachelor’s Degree would be preferred alongside an interest in local and regional history. Candidate should be familiar with Microsoft Office programs Word/Excel/Powerpoint. Most of all, candidate will be a strong communicator with a “can-do” attitude to tasks appointed and will be a strong team player in this successful, forward-thinking team that forms a crucial cog in the local community. You will be required to have some flexibility in your job role which could range from procuring exhibits, helping cover our busy front desk area, creatively tackling assignments and evolving the museum program particularly through marketing. Any previous experience writing grant applications are a plus, but strong written communication skills are a must.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488 or email resume to jobs@colletoncounty.org. The position will remain open until filled. Only qualified candidates will be considered for an interview. Colleton County Government is an Equal Opportunity Employer.

GRADE: 12
SALARY: $44,311 (DOQ)
FULL-TIME
SC STATE RETIREMENT & INSURANCE