



## Position Overview

The Library of Virginia is seeking a part-time Communications and Marketing Specialist to help tell the story of the Library of Virginia by promoting the mission and vision of the agency. Reporting to the Communications Manager in the Public Services and Outreach Division, the selected candidate will assist with marketing and public relations workflow, social media efforts, production of *Broadside* magazine, and writing, copyediting, and proofreading other Library communications as assigned.



OUR LOCATION:

800 East Broad Street  
Richmond, VA 23219

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## The Library of Virginia

The Library was founded in 1823 to preserve and provide access to Virginia's incomparable manuscript and printed holdings, 123 million & 3 million respectively. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government.



As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve, and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.

THE LIBRARY OF VIRGINIA'S MAIN BUILDING

# COMMUNICATIONS & MARKETING SPECIALIST (PUBLIC RELATIONS & MARKETING SPECIALIST III)

Position Number #00520

Part-Time (Not to Exceed 28 Hours Per Week)

Hourly Rate \$20.00

## Qualifications

- Considerable knowledge of and experience in communications, marketing, and public relations—including use of social media platforms for marketing;
- Experience in journalism or promotional writing for magazines, newspapers, or websites;
- Computer skills including photo-editing software, organizational software, and the ability to learn new software programs as needed;
- Demonstrated ability to organize multiple and detailed projects, to establish schedules and meet deadlines;
- Demonstrated ability to prepare well-written materials;
- Demonstrated ability to analyze and resolve problems;
- Demonstrated ability to work productively as a team member; and,
- Demonstrated ability to communicate both orally and in writing with staff members and outside contacts.

## Preferred Qualifications

- Experience in communications, marketing, and public relations for cultural, historic, or educational organizations; and,
- Bachelor's degree in communications, marketing, public relations, U.S. history, American studies, applied (public) history, library science, or related field.

**An equivalent combination of education, training, and experience may substitute for educational requirements.**

## To Apply

Candidates must submit a fully completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com> for position #00520.

Please visit our website at [www.lva.virginia.gov](http://www.lva.virginia.gov) for additional information about the agency. **Selected candidate must complete a criminal background check.**

The Library of Virginia is an Equal Opportunity Employer and encourages women, minorities, individuals with disabilities, veterans, and people with National Service experience to apply. Reasonable accommodations are available to persons with disabilities during the application and/or interview process per the Americans with Disabilities Act.

### **An EEO/AA/ADA Employer**

The Office of Human Resources can be reached at 804/692-3586 or by email at [nancy.epperly@lva.virginia.gov](mailto:nancy.epperly@lva.virginia.gov).

**Applications for this position must be received by 11:59pm on April 27, 2018.**