

Job Title: Museum & Communications Manager, National Abolition Hall of Fame and Museum (NAHOF)

Reports To: NAHOF Leadership Committee

Status: Casual Wage, Part-Time

Mode: This is a hybrid position that will balance remote work with a physical presence in the NAHOF office, 5255 Pleasant Valley Road, Peterborough, NY. 13134

Salary: \$28-32per hour, depending on experience, approximately 20 hours per week – not to exceed \$30,000 annually. Up to two weeks paid time off.

The [National Abolition Hall of Fame and Museum](#) seeks a creative, collaborative, and community-focused professional to serve as the Museum & Communications Manager. NAHOF is in a time of transition and growth. This position will support the Leadership Committee's vision to expand NAHOF into a regional and eventually national hub for abolitionist history education and social justice work. NAHOF anticipates this grant funded position will become a full time position as the organization grows.

This is an ideal role for someone who has an interest in collaborating to launch new initiatives, is creative, a self starter, and is flexible. The successful applicant will enjoy working with people, have strong organizational skills, and be excited to help further NAHOF's mission.

Working hours and location are flexible depending on duties necessary; some evening and weekend hours will be required to support events and programming. The National Abolition Hall of Fame and Museum is open to the public May-September. Programming and events take place throughout the year.

Duties and Responsibilities

Day-to-Day Operations (approx. 50%)

- Oversee NAHOF email and relevant queries and correspondence.
- Regular updates to the NAHOF budget, logging expenditures, etc.
- Outreach to relevant area organizations and educational institutions.
- Manage NAHOF membership, renewals, and other member services.
- Produce and distribute a NAHOF quarterly newsletter to members and community partners.
- Assist the Leadership Committee with event planning, publicity, and logistics.
- When needed, open up the museum and welcome visitors.
- Assist with significant upgrade of NAHOF website, update and amplify all social media
- Assist with grant research, data collection, and assembling supporting materials.

New Mission-Driven Initiatives with Leadership Committee Input (approx. 50%) -

Depending on experience and skills these could include:

- Assess existing NAHOF exhibitions; develop new exhibitions on abolitionist history and contemporary anti-racism movements.
- Oversee brand and marketing revamp.
- Develop new programs and projects (e.g. podcasts, YouTube series, book clubs, specialized tours) that further the NAHOF mission.
- Identify and apply for new grants that increase NAHOF's organizational capacity and expand our outreach.

- Design and implement new fundraising strategies.
- Manage, train and expand volunteer participation.
- With members of the Leadership Committee, attend networking opportunities.

Qualifications

Required

- Bachelor's degree or equivalent experience. Advanced degrees encouraged!
- Strong interpersonal and communication skills—comfortable interacting with a wide range of people.
- Ability to manage multiple tasks, stay organized, and meet deadlines.
- Passionate about public history and social justice work.
- Ability to learn new skills quickly and work both independently and collaboratively.
- Competency with standard office technologies (email, spreadsheets, word processing, social media tools).
- Valid U.S. driver's license and ability to attend off-site meetings and events when necessary.

Preferred

- Experience in communications, marketing, event planning or community engagement.
- Experience working with museums, nonprofits, or community organizations.
- Basic familiarity with grants or willingness to learn grant processes.
- Strong writing skills (newsletters, outreach materials, or general communications).

Personal Characteristics

We encourage applicants who demonstrate:

- Curiosity and resourcefulness
- A collaborative, team-focused approach
- Adaptability and willingness to jump into new tasks
- Creativity and community-mindedness
- A positive presence and relationship-building style

Application Instructions

Please submit the following as a single PDF:

- Cover letter
- Resume
- Names of two professional references

Review of applications will begin immediately and continue until the position is filled.

The National Abolition Hall of Fame and Museum (NAHOF) is a registered 501(c)(3) and an Equal Opportunity/Affirmative Action Employer.