

# HISTORIC ST. MARY'S CITY

A MUSEUM OF HISTORY & ARCHAEOLOGY AT  
MARYLAND'S FIRST CAPITAL

## **Historic St. Mary's City is looking for a full-time Contractual Events & Site Rentals Manager.**

### **Why Work Here?**

Historic St. Mary's City is located on the St. Mary's River, in a beautiful tidewater landscape of water, rolling hills, farmland, and forest. The 835-acre living history and archaeology museum is on the site of Maryland's first capital (1634-1695). Our team is fortunate to build upon decades of cutting-edge research, with recreated structures in the historic town center, a Woodland Indian hamlet, a tall ship, and a tobacco plantation staffed by costumed or uniformed interpreters who help visitors understand the stories of Maryland's history. Ongoing archaeological excavations continue to reveal new information about life in the past, and a new visitors center, the Maryland Heritage Interpretive Center, will come online in 2026. The museum has identified more than 300 archaeological sites within the St. Mary's City National Historic Landmark (NHL) and curates more than 6.5 million artifacts representing millennia of human history.

HSMCC consists of 2 miles of coastline along the scenic St. Mary's River, encompassing 15 exhibits of historical and educational significance. HSMCC was Maryland's first Capital, spanning from 1634-1695 before relocating to Annapolis. The museum grounds contain numerous event sites including: The Jesuit Chapel, State House, Margaret Brent Gazebo, a large outdoor pavilion, and a beautiful view shed, all of which are used for corporate events, weddings, family reunions, live entertainment, festivals, fashion shows, and major museum events.

The museum is one of Southern Maryland's leading tourism attractions and hosts an active school tour program. Its collections are a resource for professional archaeologists, scholars, and college students. The HSMCC historical archaeology field school, one of the longest running field schools in the nation, attracts students from all over the United States, as well as from other countries. The museum is overseen by the Historic St. Mary's City Commission (HSMCC), which is an independent agency of the State of Maryland, under the Office of the Governor. Although the Commission is state-funded, external grants and philanthropy are increasingly important sources of support for operating and capital funding.

Salary:	\$45,000 - \$55,000 per year
FLSA Status:	Exempt Contractual; Full-time position (40 hrs/wk)
Reports to:	Director of Advancement & Communication, with a dotted line to the Director of Administration
Benefits:	Subsidized Health Benefits, Limited Sick and Safe Leave

### What We Are Offering

- Work with a passionate, welcoming, energetic, and highly collaborative team.
- Stewardship of world-class archaeological, historical, and living history resources.
- 40-hour work week with weekend work as a necessity.
- **Subsidized** Health Benefits to include medical, prescription, dental, and flexible spending accounts.
- Medical plans include EPO, PPO and IHM options.
- Limited Sick and Safe Leave.

HSMCC offers a safe, exciting, and educational environment in which to work with a dedicated team of professionals.

### Essential functions include but not limited to:

1. Planning and coordinating various events held at the museum and on the grounds, such as weddings, corporate functions, conferences, festivals, and educational programs.
2. Collaborating with clients and vendors to ensure all event logistics are properly organized, such as venue setup, audiovisual requirements, catering, and transportation.
3. Managing event budgets and expenses, including negotiating contracts and monitoring financial transactions related to events.
4. Developing and implementing innovative event concepts, themes, and experiences that contribute to the overall mission and goals of the museum.
5. Overseeing event marketing and promotional activities, including creating event invitations, social media campaigns, press releases, and advertisements working with the Marketing department.
6. Working closely with museum staff and volunteers to coordinate event staffing, ensuring smooth operations during events.
7. Conducting site visits and inspections to assess event spaces, identify potential issues, and recommend improvements.
8. Ensuring compliance with all local, state, and federal regulations, as well as museum policies and procedures.
9. Maintaining a strong network of professional contacts within the event industry to stay updated on trends, new technologies, and best practices.
10. Evaluating event success through post-event analysis, including gathering feedback from clients, attendees, and staff, and making recommendations for future improvements.

To apply please submit a cover letter, resume and three references to: [Porzia.Purves@maryland.gov](mailto:Porzia.Purves@maryland.gov).

To ensure full consideration, applications should be received by **April 15, 2025**, but applications will be accepted until the positions are filled.

*Historic St. Mary's City is an affirmative action/equal opportunity employer.*