Communications & Engagement Manager

About Weymouth Center

Weymouth Center for the Arts & Humanities is a 501(c)(3) nonprofit in Southern Pines, North Carolina, carrying forward the legacy of James Boyd and Katharine Lamont Boyd at their historic home, Boyd House. Throughout the year we bring people together for literary programs, music, exhibitions, festivals and community events. We're a small, close-knit team, so everyone's work is visible and makes a real difference.

The Position

The Communications & Engagement Manager tells Weymouth's story and brings people through our doors. Working closely with the Executive Director, you'll lead our communications (website, social media, newsletters, press and advertising) and turn that outreach into real engagement: welcoming visitors and members, running public programs, and supporting our signature fundraising events. This role suits a strong writer who loves connecting with people, juggles many moving parts with ease, and stays calm when an event is an hour away and something changes.

- **Reports to:** Executive Director
- **Status:** Full-time, on-site
- **Schedule:** Regular evening and weekend work required for events
- **Salary:** $60,000–$70,000

Key Responsibilities

Communications & Marketing

- With the Executive Director, develop a strategy to increase brand awareness, build audiences, grow membership and build overall support
- Manage social media presence, including regular posts and event promotion
- Oversee e-blasts and the newsletter, providing content and input (sending is handled by other staff)
- Create and distribute press releases and calendar listings
- Maintain press and media relations
- Create and manage website content that reflects the Center's story and brand
- Work with our Web Developer to keep website content updated and accurate
- Gather and organize event details for communication and promotion, ensuring consistency and accuracy to the public
- Plan and execute advertising campaigns in partnership with The Pilot and other outlets

- Coordinate printing and production timelines with vendors, and manage physical distribution of print materials including flyers, invitations and appeal letters
- Capture and curate high-quality photos and videos for social media and archival use
- Recruit and coordinate volunteer photographers for major events
- Explore opportunities for additional media platforms to grow the Center's reach
- Monitor and respond to customer feedback online
- Manage sales materials and merchandise
- Track all marketing and advertising expenses

Visitor & Member Engagement

- Serve as a welcoming point of contact for members and visitors on-site
- Maintain exhibitions and self-guided tours
- Provide customer service support to visitors at the front desk and on tours

Programs & Events

- Plan and execute recurring visitor programs and events throughout the year
- Coordinate with staff on calendar management
- Manage and maintain our program ticketing system (Agile Ticketing) including all registrations.
- Support recruitment and coordination of event volunteers
- File invoices and contracts accurately and promptly
- Schedule various literary events
- Provide support for music programs
- Coordinate the James Boyd Book Club, Song Circle and Katharine Boyd Writers' Circle, with strong support from volunteers
- Serve as liaison to the Women of Weymouth, supporting monthly meeting planning and communication with speakers and members
- Coordinate with Pop Up in the Pines on dates and staffing
- Set up and break down events with support from staff and volunteers

Fundraising Events

- With the Executive Director, oversee logistics, technology and vendor coordination for fundraising events
- Manage budgets for fundraising events
- Work directly with fundraising event committees
- Provide support for annual gala
- Support maintenance of our donor management system (DonorPerfect)
- Work with the Grant Writer to research and collect data for grant applications

Requirements

Experience and education

- At least 5 years of experience in communications, marketing, community engagement or events
- Bachelor's degree or equivalent experience
- Nonprofit experience preferred

Skills

- Familiarity with donor management and ticketing systems (DonorPerfect and Agile Ticketing a plus)
- Design tools such as Canva and Adobe
- Experience updating website content and managing social media
- Strong writing skills
- Basic photography and video skills
- Strong project management, with the ability to run many events at once
- Proficiency in Google and Microsoft Office applications

Working style

- Comfortable working with volunteers, committees and donors
- Calm, organized and flexible under pressure

Schedule and physical demands

- Regular evening and weekend availability
- Ability to lift 50 lbs
- Ability to stand for long periods and work outdoors in North Carolina weather

Other

- Successful completion of a background check

Compensation and Benefits

- Salary range: $60,000–$70,000, depending on experience
- Health insurance
- IRA
- Paid time off: accrued to 20 days per year

How to Apply

Send a resume and cover letter to renee@weymouthcenter.org by November 1, 2026.

Weymouth Center for the Arts & Humanities is an equal opportunity employer. We welcome applicants of all backgrounds and do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status or any other protected characteristic.