



THE
HISTORY FACTORY
A HERITAGE MANAGEMENT AGENCY

Associate Writer

The History Factory seeks writers with history expertise who demonstrate smart, creative storytelling skills to join its Chicago office and work with our creative, archival, design and operations teams to execute complex heritage-based communications solutions. Flexibility is key; the person in this position will work under the direction of our managing editor and with a range of clients, including those in the financial services, consumer products, health care, B2B and energy industries. The associate will write and consult on projects such as exhibits, oral histories, anniversary planning, publications and websites.

The right candidate will have experience working with businesses and writing about a variety of subjects, and a demonstrated passion for history and storytelling. A graduate degree is preferable.

Sample Job Responsibilities:

- Develop content and curate image components for communications programs, including publications, exhibits, museums and videos
- Assist in crafting storylines and developing conceptual approaches for communications plans, publications, exhibits and anniversaries
- Perform research within corporate archival collections and outside repositories to discover information, develop communication concepts, and assemble baseline factual information (timelines, leadership chronologies, product launches, etc.)
- Conduct image research and image sourcing using corporate archival collections and outside repositories
- Proofread and fact-check program content and History Factory communications
- Assist colleagues with other client, business development and management projects as needed.

Required Skills, Knowledge & Experience

- Strong writing and proofreading skills (work samples required)
- A high level of curiosity
- Strong organizational and prioritization skills
- Proactive with a strong sense of personal initiative
- Self-starter who thrives within a project team structure
- High level of business acumen
- Strong communication and presentation skills
- Good judgment and a thick skin (creative is a contact sport at The History Factory)
- Ability to interface with Fortune 100 clients
- Understanding of and ability to communicate the organization's capabilities
- Ability to proactively identify and address potential project and/or client issues

Please send application materials to Jessica Vodnik at jvodnik@historyfactory.com.
Find more information at www.historyfactory.com/careers.