

Deputy Administrator
Director of Programs and Communication

To apply for this position, please go to the State Personnel Board website (www.mspb.ms.gov) and submit an e-application. If you have any questions about the application process please call 601-576-6866.

Starting Annual Salary \$67,407.98
Deadline for receiving applications: Monday, October 17, 2016

The Mississippi Department of Archives and History is creating a new division composed of sections previously in the administration and museum divisions. The division director will have strategic and operational responsibility for areas including programming, public information, publications, marketing, education, and exhibits. This position is part of the senior management team and reports to the department director. This position will:

- Build an effective team of highly capable veteran staff previously in different divisions.
- Oversee education and exhibits offices, leading coordination with staff throughout the department to develop a strategic plan for all exhibits (temporary and traveling) and public programs. Oversee implementation of plan.
 - Ensure a standard of excellence for all public programs and exhibits department-wide.
 - Ensure a broad and balanced range of programs and exhibits that are consistent with the department's mission and reach the widest possible audience.
 - Develop new programs and exhibits that connect the department's resources with the public in innovative ways.
- Oversee communication office, strengthening the connection between programming and promotion strategies
 - Manage coordination and work flow between programming, exhibit, and communication functions and the other divisions.
 - Ensure a standard of excellence for all publications, exhibit text, brochures, newsletters, and other materials.
 - Develop a long-range plan for department publications.
 - Oversee media relations and marketing.
 - Coordinate with staff and consultant leading the implementation of the marketing plan and the grand opening of the 2 Mississippi Museums.
 - Coordinate planning process to expand and improve department website.
- Coordinate major department-wide events.

- Oversee application/tracking/implementation of programming grants.
- Assist director with outreach and partnerships.

Qualifications

The strongest candidate will be an effective leader and manager with strengths in strategic planning; coordination of processes and initiatives involving multiple staff throughout the department; and leading major, complex initiatives start to finish.

S/he will have strong written and verbal communication skills and the ability to work collaboratively with internal and external partners. Ideally, this person will have served as an effective spokesperson at the national level.

S/he will have a demonstrated passion for MDAH's mission.

Experience

The strongest candidate will have demonstrated success in the following areas:

- Developing and implementing strategies to take a program or organization to the next stage of growth.
- Recruiting, supervising, and developing a strong team of professionals.
- Working effectively in collaboration with diverse groups of people.
- Managing multiple tasks simultaneously and thriving in a complex environment with multiple priorities.
- Developing and managing a budget.

Minimum Qualifications

Education:

A Master's Degree from an accredited four-year college or university;
and

Experience:

Seven (7) years in the special experience defined, six (6) years of which must have included line or functional administrative or advanced technical supervision.

or

Education:

A Bachelor's Degree from an accredited four-year college or university;
and

Experience:

Eight (8) years in the special experience defined, six (6) years of which must have included line

or functional administrative or advanced technical supervision directly related to the responsibilities listed above

MDAH is an Equal Opportunity Employer.