

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY HISTORIC RESOURCES SPECIALIST I

OLD CAPITOL MUSEUM

To apply for this position online, please go to the Mississippi State Personnel Board at www.mspb.ms.gov and submit an e-application. If you need more information about the application process please contact 601-576-6866.

STARTING ANNUAL SALARY:
DEADLINE FOR RECEIVING APPLICATIONS: SEPTEMBER 16, 2016

This position involves work of a professional nature serving as an educator and volunteer coordinator. Duties and responsibilities include the development and presentation of educational programs for school and adult groups, development and coordination of public events and programs, and development of museum outreach programs. As volunteer coordinator, the incumbent will recruit, supervise, and train volunteers. Incumbent will work under the general supervision of a director; however, incumbent may have supervisory responsibilities in their section.

Additional responsibilities include the creation of fliers and museum promotional materials and the completion of routine maintenance and cleaning of exhibits. Incumbent may research and develop temporary exhibits, oversee the daily operation of the museum gift shop, successfully operate a reception desk, and assist with the general operation of the museum, including occasionally staffing evening events and weekends.

Education and experience must meet the following criteria:

- A Bachelor's Degree from an accredited four-year college or university and one (1) year experience defined below.

Special qualifications: At the Bachelor's Degree or higher level, degree must be in education, museum studies, history, or southern culture.

Preferred qualifications include: The ideal candidate will have strong communication skills (oral and written), experience in public speaking, familiarity with Mississippi Department of Education Educational Frameworks and Common Core, experience managing volunteers, the ability to perform administrative tasks, and computer skills, including Microsoft Office and Adobe InDesign.

MDAH is an Equal Opportunity Employer.