

# OFFICE DIRECTOR I

## MUSEUM DIVISION

### DIRECTOR MISSISSIPPI CIVIL RIGHTS MUSEUM

*To apply for this position online, please go to the Mississippi State Personnel Board at [www.mspb.ms.gov](http://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: \$57,593.08**  
**DEADLINE FOR RECEIVING APPLICATIONS: Friday, September 30, 2016**

In December 2017, the Mississippi Department of Archives and History will open the Museum of Mississippi History and the Mississippi Civil Rights Museum in celebration of Mississippi's bicentennial. The two museums will be housed in one building (the 2 Mississippi Museums complex) with shared artifact storage and work space, exhibit work shop, a museum store, an auditorium, and other facilities.

The Mississippi Civil Rights Museum (MCRM) will focus on the period 1945–1976 and tell the story of the struggle for equal rights and fair treatment under the law. This will be the nation's first state-operated civil rights museum.

MDAH is recruiting for the director of the Mississippi Civil Rights Museum. Reporting directly to the 2 Mississippi Museums administrator, the incumbent will manage the staff and day-to-day operations of the museum. In partnership with the department's senior staff, the incumbent will develop and implement a dynamic plan for interpretation, including outreach, temporary exhibits, and special programs. This plan will further the mission of the Department of Archives and History, ensure a strong visitation at the museum, and offer a rich and valuable cultural and educational experience for a wide range of visitors and constituents.

Responsibilities will include, but are not limited to:

- Managing staff, which includes hiring, setting performance objectives, evaluating performance, and advising as necessary
- Managing day-to-day operation of the museum
- Developing and implementing strategic plan for interpretation
- Managing the budget for the MCRM operations
- Providing staff support in shared operations
- Elevating the profile and expanding the reach of the museum by giving effective public presentations and media interviews

Skills and Specifications

- Incumbent must have excellent leadership, supervisory, organizational and managerial skills
- Incumbent must have strong interpersonal skills
- Incumbent must have strong verbal and written communications skills

**Education and experience must meet one of the following criteria:**

- Master's Degree from an accredited four-year college or university; AND seven (7) years of special experience defined below, six (6) years of which must have included line or functional supervision.

- Bachelor's Degree from an accredited four-year college or university; and eight (8) years of special experience as defined below, six (6) years of which must have included line or functional supervision.

MDAH is an Equal Opportunity Employer.