

# OFFICE DIRECTOR II

## MUSEUM DIVISION

### 2 MUSEUMS ADMINISTRATOR

*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: \$63,408.35**  
**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 Department of Archives and History is currently recruiting for the 2 Museums Administrator. This is professional work involving the administration and leadership of the overall operations of the 2 Mississippi Museums complex.

The directors of Museum of Mississippi History and the Mississippi Civil Rights Museum will report directly to this position, as will the museum store and visitor services managers. This position reports directly to the Museum Division director. Responsibilities of the incumbent include, but are not limited to:

- Making high level decisions relating to the operations of the museums, including personnel, facility use, event planning, programming, retail sales, etc.
- Formulating policies, rules and regulations as necessary
- Preparing budget and maintaining financial records relating to both museums
- Coordinating with administrative staff relating to operations, finance and accounting, purchasing and information technology-related matters

#### Skills and Specifications

- Incumbent should 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, five (5) 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, five (5) years of which must have included line or functional supervision.

MDAH is an Equal Opportunity Employer.