

Gallery Assistant, Contract Worker
Museums Division, Two Mississippi Museums
Part-Time/Contractual

Job Details:

Work hours are Tuesday - Sunday, up to 28 hours per week.

The Mississippi Department of Archives and History (MDAH) is seeking Gallery Assistants / Contract Workers responsible for engaging with the public and ensuring visitors have a positive, meaningful experience while at the Two Mississippi Museums (2MM) including the Museum of Mississippi History and Mississippi Civil Rights Museum.

Essential Functions:

- Greeting and welcoming visitors to the museums, provide gallery overviews.
- Conducting museum tours to small and large groups of people of all ages.
- Leads scheduled in-gallery presentations.
- Assist with visitor services as needed.
- Conduct visitor experience and interaction research.
- Assisting with evening special event programs.

Special Qualifications:

- Candidates must possess an engaging and welcoming presence when working with museum visitors.
- General understanding and appreciation for Mississippi History.
- Works to exude excellence, integrity, passion, and respect in their work.
- Experience working with youth is preferred.

To apply: please send resume and references to:

Mississippi Department of Archives and History

Attn: Human Resources Director

P.O. Box 571

Jackson, MS 39205

MDAH is an Equal Opportunity Employer.