

Historic Resources Specialist III, Program Manager

Programs and Communication

Starting annual salary: \$37,389.00

Application deadline: December 10, 2021

The Program Manager is responsible for producing public programs that are critical to the Mississippi Department of Archives and History's mission:

By preserving Mississippi's diverse historic resources, and sharing them with people around the world, MDAH inspires the discovery of stories that connect our lives and shape our future. This program manager will be part of MDAH's program development team. Collaborating with staff across the department, this person will develop programs for museums and historic sites under MDAH management. These include the Two Mississippi Museums—Museum of Mississippi History and Mississippi Civil Rights Museum.

Duties of this position include:

- Develop concepts for public programs about Mississippi history to share Mississippi's many stories with the people of Mississippi and audiences around the world.
- Work closely with the program development team and directors of MDAH's museums and historic sites to produce public programs.
- Work closely with the marketing and public relations directors to promote programs.
- Coordinate with program presenters from initial contact to invoicing payment.
- Manage logistics of programs by coordinating with facility use and information systems.
- coordinate with the program officer.
- Report to the director of programs and publications.
- Other duties as assigned.

This person should demonstrate:

- Curiosity about Mississippi history and interest in reading about developments in scholarship about Mississippi history.
- Strong communication and relationship management skills.
- Strong writing skills.
- An ability to manage multiple projects and meet clear deadlines.

Education and experience must meet one of the following criteria:

- A Master's degree from an accredited four-year college or university and one year of related experience
- A Bachelor's degree from an accredited four-year college or university and two years of related experience.

To apply for this position, submit an online application via the Mississippi State Personnel Board, [linked here](#). For more information, contact the MDAH human resources office at 601-576-6865. The Mississippi Department of Archives and History is an equal opportunity employer.