

**HISTORIC RESOURCES SPECIALIST II**  
**Education and Outreach Specialist**

**Museum Division/ Eudora Welty House and Garden**

*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: \$32,400**  
**DEADLINE FOR RECEIVING APPLICATIONS: Friday, April 10, 2015**

The Eudora Welty House and Garden (EWHG) is one of the nation's most intact literary homes and is administered by the Mississippi Department of Archives and History (MDAH). The Education and Outreach Specialist assists in developing and administering public events and educational programming at the EWHG. Duties involve working with Museum Division educational staff, teachers, the Welty Scholar in Residence and with relevant community groups, centers, organizations and institutions. The incumbent must have an active and continuing interest in reading and utilizing Welty's writings; she/he works under the general supervision of the Director.

**Essential Functions & Skills**

These include, but are not limited to, the following:

1. Research, develop, execute and promote educational programs, projects, events and tours suitable for groups that the EWHG primarily attracts, i.e. grades K-12, college and adults, book and garden clubs and other audiences.
2. Work with the Director of Education at the Museum Division to develop programs and projects that reflect the Museum Division's programming goals.
3. Prepare and present off-site programs or presentations to classrooms, youth centers, book clubs and to other pertinent community groups and audiences of all ages in collaboration with the EWHG's current and future partners.
4. Work with the Welty Scholar-in-Residence at Millsaps College, the Director, and with Welty collections curators and archivists at the MDAH to develop special exhibits and projects.
5. Assists in the planning of in-service workshops for teachers.
6. Contributes to web content on an on-going basis and is fluent in the Microsoft Office suit.

**Other duties include, but not limited to:**

1. Conducts house and garden tours as needed and assists in the daily operations of the EWHG.
2. Work with the Garden Consultant on various projects and programming.
3. Assists in maintaining resource files to assist educators, researchers and students and keeps abreast of Welty in the general media and in literary scholarship.

**Education and experience must minimally meet the following criteria:**

- Bachelor's Degree from an accredited four-year college or university in English, Creative Writing, History, Southern Studies, Museum Studies or Education, plus a year of experience in educational programming and outreach.

MDAH is an Equal Opportunity Employer.