

HISTORIC RESOURCES SPECIALIST III

MUSEUM DIVISION – REGISTRAR

To apply for this position online, please go to the Mississippi State Personnel Board at 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: \$36,300.00
DEADLINE FOR RECEIVING APPLICATIONS: August 18, 2015

This position involves work that is highly professional in nature. The initial responsibility will be to plan the move of approximately 20,000 artifacts to our new facility slated to open in December 2017. Other duties include managing incoming and outgoing loans, writing/editing disaster plans, cataloging, data entry into *Re:discovery Proficio*, and other general collections duties. Incumbent must be detail-oriented, able to initiate projects, and work independently. Incumbent works under the general supervision of a director.

Education and experience must meet one of the following criteria:

- A Master's Degree from an accredited four-year college or university **AND** one (1) year of related experience acceptable to the employing agency.

or

- A Bachelor's Degree from an accredited four-year college or university **AND** two (2) years of related experience.

Preferred qualifications: At the Bachelor's or higher level, degree must be in museum studies, archaeology, anthropology, history, southern culture, classics, or art, with required experience, all of which must have been in collections management.

MDAH is an Equal Opportunity Employer.