

HISTORIC RESORUCES SPECIALIST LEAD MUSEUM DIVISION OLD CAPITOL MUSEUM

To apply for this position online, please go to the State Personnel Board at www.spb.state.ms.us, and submit an e-application. If you need more information about the application process please contact 601-576-6866.

**STARTING ANNUAL SALARY: \$45,500.00
DEADLINE FOR SUBMITTING APPLICATIONS: September 19, 2014**

This is administrative work in which the incumbent serves as site director of the Old Capitol Museum. The Old Capitol Museum is a National Historic Landmark built in 1839 whose mission is to educate the public about the history, people, and architecture of the building, the governmental processes of the state, and the importance of historic preservation. Work involves formulating, directing, and controlling the operations of the Museum through subordinate personnel and conferences with branch managers and other administration personnel. Incumbent will be responsible for security of persons and property, maintenance of building and grounds, overseeing preservation of this 1839 Greek Revival historic structure, and maintaining national level museum professional standards.

Additional responsibilities include preparing and managing site budget, developing strategic plans, developing and producing wide variety of programming for school groups and general public, supervising four (4) museum staff members and one (1) contract worker, managing volunteer program, and serving as public relations representative for the museum. Work is subject to infrequent review, through conferences and reports, by Museum Division Sites Administrator. Site director will be on call twenty-four hours a day, seven days a week to insure proper protection of this National Historic Landmark.

Education and Experience must meet one of the following criteria:

- Master's Degree from an accredited four-year college or university; AND three (3) years of special experience defined below,
- Bachelor's Degree from an accredited four-year college or university; AND four (4) years of special experience defined below.

Special qualifications: At the Bachelor's or higher level, degree must be in museum studies, historic site management, archaeology, anthropology, history, southern culture, classics, or art, with required experience, all of which must have been in museum or historic site management; or at the high school or GED equivalent level, the required experience must have been in museum or historic site management.

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