

HISTORIC RESOURCES SPECIALIST SENIOR

MUSEUM DIVISION STORE MANAGER

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

STARTING ANNUAL SALARY: \$40,800.00
DEADLINE FOR RECEIVING APPLICATIONS: August 31, 2015

This position involves work of a professional nature and will serve as manager of museum retail sales operations. The retail store will be located in the 2 Mississippi Museums complex and will serve as the headquarters for operation of multiple satellite store locations at other museums administered by MDAH. The work includes research, evaluation, and purchase of merchandise, establishment and management of vendor accounts, storage and display of stock, maintenance of inventories, establishment of prices, sales activities, and special promotions in conjunction with exhibits and programming at each museum, and detailed daily accounting for monies and merchandise. Supervision is frequently exercised over subordinate employees assigned to the store; general supervision is usually received from an administrative superior.

Additional responsibilities include development of policies and procedures, oversight of initial layout and furnishing of new store space, organizing and overseeing the relocation of store inventory, overseeing the installation of point of sale system, and public programming planning for the opening of the 2 Mississippi Museums.

Education and experience must meet one of the following criteria:

- Master's Degree from an accredited four-year college or university and two (2) years of experience
or
- Bachelor's Degree from an accredited four-year college or university and three (3) years of experience.

MDAH is an Equal Opportunity Employer.