

HISTORIC RESOURCES SPECIALIST LEAD

MUSEUM DIVISION GRAND VILLAGE OF THE NATCHEZ INDIANS

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: \$45,500.00
DEADLINE FOR RECEIVING APPLICATIONS: August 8, 2014

This is administrative work in which the incumbent serves as site director of Grand Village of the Natchez Indians. The Grand Village is a 128-acre site featuring three prehistoric Native American mounds, a reconstructed Natchez Indian house, museum, and gift shop. Normal hours are 9 a.m. to 5 p.m. Monday through Saturday and 1:30 to 5 p.m. Sunday.

Work involves formulating, directing, and controlling the operations of the site through subordinate personnel and conferences with branch managers and other administration personnel. Incumbent will oversee maintenance, preservation, and conservation of the site's buildings, grounds, and collections by working with agency professionals, and with architects, civil engineers, exhibit designers, scholars, and advisory team members from other agencies and institutions. Incumbent will be responsible for security of persons and property, administering day-to-day operations, and maintaining professional standards.

Additional responsibilities include assisting in the preparation of annual budget documents and managing site budget, developing strategic plans, developing and producing a wide variety of programming for school groups and the general public, supervising four (4) staff members and various contractual workers, managing volunteer program, and serving as public relations representative for the museum.

Work is subject to infrequent review, through conference and reports, by Sites Administrator. Site director will be on call twenty-four hours a day, seven days a week to ensure 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 as defined below.

Special qualifications: At the Bachelor's degree or higher level, degree must be in archaeology, anthropology, museum studies, history, southern culture, education or related degree. Required work experience must have been in archaeological site management or museum site management and/or teaching, interpreting, promoting southeastern US Native American pre-history.

MDAH is an Equal Opportunity Employer.