

# **HISTORIC RESOURCES SPECIALIST I**

## **HISTORIC PRESERVATION DIVISION – MISSISSIPPI STATE CAPITOL**

*Apply for this position online at [www.mspsb.ms.gov](http://www.mspsb.ms.gov) . For more information contact Human Resources at (601) 576-6866.*

**STARTING ANNUAL SALARY: \$29,500.00**  
**DEADLINE FOR RECEIVING APPLICATIONS: August 8, 2014**

This position involves work of a professional nature assisting the visitor services coordinator at the Mississippi State Capitol. Duties will include working with the public to promote Mississippi's State Capitol as well as other historic sites in the area. Serve as guide and interpreter of the State Capitol to the public, school groups and/or civic organizations. Coordinate with legislators to provide information and tours to their constituents. Schedule tours at the State Capitol as well as coordinate with other historic sites for groups to tour. Recruit, supervise, maintain records of service and provide training to volunteers who conduct tours and/or present information to the public. Communicate with school groups and civic organizations to promote the State Capitol as an educational resource.

Candidate must be willing to work flexible hours during the week and also work the occasional Saturday during Legislative Session.

The ideal candidate will have demonstrated experience in public speaking, ability to perform administrative tasks, computer skills including Word and Excel. He/she should possess strong organization skills and attention to detail. The incumbent must be able to walk/stand on hard surfaces (marble floors, exterior granite steps) for extended periods of time, climb steps, lead large groups, and conduct numerous tours.

### **Education and experience must meet one of the following criteria:**

- Bachelor's Degree from an accredited four-year college or university in English, Southern Studies, history, museum studies, education, communications or public relations.

MDAH is an Equal Opportunity Employer.