

## **Historic Resources Specialist Senior, Director of Public Relations**

Programs and Communication Division

Starting annual salary: \$42,024.00

Application deadline: June 16, 2021

This position will coordinate all media contact for a comprehensive state historical agency. In addition, the incumbent will oversee all social media for the department and its sites. The incumbent will be responsible for writing press releases, brochures, and other materials for public use and media outlets, as well as social media and department websites. The incumbent also will supervise a communications officer.

Duties include but are not limited to the following:

- Write and distribute press releases and other written communication about the department's work in archives and historic preservation, in addition to upcoming public programs at MDAH museums.
- Develop and implement a social media strategy for the MDAH Facebook, Instagram, and Twitter accounts.
- Monitor and manage the department's social media platforms – Facebook, Instagram, and Twitter.
- Respond to media requests for interviews and/or statements. Build relationships with local reporters. Engage them with the work of the department.
- Oversee the weekly email update to MDAH staff and supporters about upcoming events and department news.
- Monitor national and local media stories related to the work of MDAH.
- Coordinate with the marketing section on the development and implementation of marketing materials to promote MDAH events and sites.
- Assist with special events, such as lectures from national figures and the annual meeting of the Mississippi Historical Society, as needed.

Education and experience must meet one of the following criteria:

- Master's degree from an accredited four-year college or university and two years of related professional experience.
- Bachelor's Degree from an accredited four-year college or university and three years of related professional experience.

To apply for this position, submit an online application via the Mississippi State Personnel Board, [linked here](#). For more information, contact the MDAH human resources office at 601-576-6866. The Mississippi Department of Archives and History is an equal opportunity employer