

Historic Resources Specialist II, Program Assistant

Two Mississippi Museums

Starting annual salary: \$33,372.00

Application deadline: October 20, 2021

The program assistant at the Two Mississippi Museums (2MM) is responsible for assisting with education and public programs. This individual will:

Assist with group tours and in gallery presentations.

Assist digital communications coordinator.

- Assist with the museum's Facebook and Instagram accounts, developing media to increase public awareness of the museum, its mission, collection, and program offerings.
- Develop a schedule for weekly posts.
- Maintain up-to-date awareness on social media trends and recommend new platforms for 2MM.
- Assist with administrative tasks for 2MM.

Conduct research for 2MM programs, exhibits, and patrons.

- Respond to written and oral queries about 2MM museums.
- Maintain database for people and events featured in museums.
- Serve as liaison between museums and ARS. Solicit manuscript and photograph collections.

Serve as a member of the 2MM team.

- Provide occasional back-up to visitor services staff at the front desk or store.
- Greet groups and provides guided tours and educational presentations.
- Complete opening and closing museum duties.
- Serve as museum liaison at community events and give public presentations.
- Assist with facility use and other events at 2MM or MDAH as needed.
- Other special projects and duties as assigned.

Education and experience must meet one of the following criteria:

- A Master's degree from an accredited four-year college or university.
- A Bachelor's degree from an accredited four-year college or university and one year of related 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 601-576-6865. The Mississippi Department of Archives and History is an equal opportunity employer.