

## **Historic Resources Specialist III, Manuscripts Archivist**

Archives and Records Services

Starting annual salary: \$37,389.00

Application deadline: September 23, 2021

The Mississippi Department of Archives and History (MDAH) seeks an experienced professional to implement and coordinate the accessioning, appraisal, arrangement, description, cataloging, preservation, and disposition of collections comprising personal papers, particularly the Eudora Welty Collection, and organizational records.

The incumbent will participate in collection development and assist with acquisitions, collections transfers, and donor activities throughout the state, including preparing and administering legal documents relating to acquisitions, access restrictions, and rights management concerns. The incumbent may occasionally assist researchers in reference services and encourage access to and use of the collections, including requests for publication and rights management.

Management responsibilities will include developing policies and procedures, purchasing, assisting with grants development and management, volunteer and intern recruitment and oversight, and staff supervision, scheduling, and training.

Some overnight travel and public presentations may be required. Hours are Monday to Friday, 8 a.m. to 5 p.m.; and occasional Saturday reference work, 8 a.m. to 1 p.m. as scheduled (6 to 8 per year).

Education and experience must meet one of the following criteria:

- A Master's Degree with one year of related professional experience.
- A Bachelor's Degree and two years of related professional experience.

Preferred qualifications include:

Graduate coursework in archival management; demonstrated knowledge of current archival methods and practice, including MPLP, DACS, MARC21, and Dublin Core metadata standards; archival appraisal, arrangement, cataloging, and preservation experience; demonstrated organizational and analytical abilities; knowledge of Mississippi history and government; supervisory and project management experience; strong interpersonal, communication, and time management skills; knowledge of MS Word, Excel and SQL; ability to work effectively both independently and as a team member; ability to lift and carry boxes weighing up to 40 pounds; a willingness to work with dirty materials.

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.