

## **Gallery Guide (Part-time, contract work)**

### Two Mississippi Museums

The Mississippi Department of Archives and History is seeking a part-time gallery assistant responsible for engaging with the public and ensuring visitors have a positive, meaningful experience while at the Two Mississippi Museums, including the Museum of Mississippi History and Mississippi Civil Rights Museum. Work hours for this role are Tuesday to Sunday, up to 28 hours per week.

#### Essential Functions:

- Greeting and welcoming visitors to the museums.
- Providing gallery overviews.
- Conducting museum tours to small and large groups of people of all ages.
- Leading scheduled in-gallery presentations.
- Assisting with visitor services as needed.
- Conducting visitor experience and interaction research.
- Assisting with evening special event programs.

#### Applicants should demonstrate:

- An engaging and welcoming presence when working with museum visitors.
- A general understanding and appreciation for Mississippi History.
- Excellence, integrity, passion, and respect in their work.
- Experience working with youth.

If you would like more information about this position, please contact the MDAH human resources office at 601-576-6865. To apply, submit a resume, statement of interest, and references via mail or email.

#### **Mail:**

Mississippi Department of Archives and History  
Attn: Human Resources  
P.O. Box 571  
Jackson, MS 39205

#### **Email:**

Shelby Tipton, Human Resource Director  
stipton@mdah.ms.gov

The Mississippi Department of Archives and History is an equal opportunity employer.