



JOB ANNOUNCEMENT

Program Specialist III, Visitor Services Coordinator

Museum

Starting annual salary: \$43,509.31

Application deadline: May 20, 2022

The Mississippi Department of Archives and History is recruiting a Program Specialist III, visitor services coordinator to serve in the visitor experience section of the Two Mississippi Museums. This individual is responsible for planning and directing visitor services needs at the Two Mississippi Museums.

Duties of this position include:

- Overseeing the operation of the visitor services desk for the Two Mississippi Museums.
- Managing tours to the Two Mississippi Museums.
- Managing the volunteer program in coordination with MDAH volunteer and internships coordinator and Two Mississippi Museums administrator.
- Hiring, supervising, and providing training and support for MDAH contractual and volunteer/intern staff in fulfilling the responsibilities of the site.
- Serving as a public relations representative for Two Mississippi Museums.

Supervision is frequently exercised over subordinate employees assigned to visitor services; general supervision is usually received from an administrative superior.

Preferred hours are Tuesday to Saturday, 8 a.m. to 5 p.m., and at least one Sunday monthly from 10 a.m. to 5 p.m.

Education and experience:

- A master's degree from an accredited four-year college or university and two years of related experience.
- A bachelor's degree from an accredited four-year college or university and three years of experience

Preferred Qualifications:

Previous management experience and knowledge of Mississippi history.

To apply for this position, submit an online application via the Mississippi State Personnel Board. 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.