



JOB ANNOUNCEMENT

Cultural Resources Specialist II, Collections Manager

Museum

Starting annual salary: \$33,600.00

Application deadline: July 1, 2022

The Mississippi Department of Archives and History is recruiting a Cultural Resources Specialist II to serve as a collections manager within the Museum Division collections office. This position works with the Museum Division's historic objects collection. Its primary responsibilities include cataloging and re-cataloging objects; working in the collections management system, Re: discovery Proficio; historic site housekeeping; environmental monitoring at Museum Division sites and working with volunteers to produce storage mounts and store objects properly.

This position is based at the Two Mississippi Museums in Jackson and reports to the Director of Collections.

The ideal candidate will have skills, ability, and/or experience working in the following areas:

- Experience in object handling, cataloging, and collections management.
- Excellent organizational skills.
- Strong verbal and written communication skills.

Education and experience must meet the following criteria:

- A bachelor's degree from a four-year college or university and at least two years of related experience.

Preferred qualifications:

- A master's degree from an accredited four-year college or university in history, museum studies, or related field.
- Demonstrated experience in museum collections management and experience working with 3-D object collections.

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