Cultural Resources Supervisor, Director of Curatorial Services
Museum

Starting annual salary: $55,208.88
Application deadline: July 13, 2022

The Mississippi Department of Archives and History is recruiting a Cultural Resources Supervisor to serve as Director of Curatorial Services in the Museum Division. This is professional work involving the administration and leadership of the collections, conservation, and exhibits sections.

This position will oversee the operations of the Museum Division collections and exhibits offices. The Historic Objects Collection consists of over 22,000 artifacts. The conservator on staff works with all of the historic artifacts and MDAH state-owned archaeological artifacts. The exhibits office maintains, develops, and fabricates exhibits for the Museum Division sites.

Responsibilities of the incumbent include, but are not limited to:
- High-level decision-making related to collections and exhibits
- Management of personnel (both paid and volunteer)
- Development of policies, rules, and regulations as necessary
- Project management
- Participation in the division management group and project teams

Skills and specifications
- The incumbent must have a working knowledge of the overall process of managing a collection.
- The incumbent should have the knowledge of the development of an exhibit from initial thought through the installation (both in-house and outsourced).
- The incumbent must have excellent leadership, supervisory, organizational, and managerial skills.
- The incumbent must have strong interpersonal skills.

Education and experience must meet the following criteria:
This role typically requires a Bachelor's Degree and at least nine years of related experience.

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 601-576-6865. The Mississippi Department of Archives and History is an equal opportunity employer.