



JOB ANNOUNCEMENT

Public Relations Specialist II, Public Relations Director

Programs and Communication

Starting annual salary: \$43,509.31

Application deadline: October 17, 2022

The Mississippi Department of Archives and History is recruiting a Public Relations Specialist II, Public Relations Director. This position will coordinate all media contact for a comprehensive state historical agency. The incumbent will be responsible for writing press releases, brochures, a periodic newsletter, and other materials for public use and media outlets. This incumbent will also supervise a communications officer.

Responsibilities include:

- Write and distribute press releases and other written communication about the department's work in archives and historic preservation, in addition to upcoming public programs at MDAH museums.
- Respond to media requests for interviews and/or statements. Build relationships with local reporters. Engage them with the work of the department.
- Produce the MDAH newsletter as its editor.
- Oversee the weekly email update to MDAH staff and supporters about upcoming events and department news.
- Monitor national and local media stories related to the work of MDAH.
- Coordinate with the marketing section and social media manager on development of materials to promote MDAH events and sites.
- Assist with special events, such as lectures from national figures and the annual meeting of the Mississippi Historical Society, as needed.
- Photograph programs and events at MDAH.
- Other duties as assigned.

Education and experience must meet the following criteria:

This role requires a bachelor's degree in communications or a similar field and at least two years of public relations experience. The incumbent must also be able to work in a fast-paced environment, manage multiple projects, meet tight deadlines, be creative, have collaborative skills, work well with others, and have excellent written and verbal communication skills. Attention to detail is essential. The applicant must have knowledge of Photoshop, InDesign, and other content creation tools. The applicant must also have photography skills.

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 601-576-6866. The Mississippi Department of Archives and History is an equal opportunity employer.