

Event Rental Assistant (Part-time, contract work)

The Mississippi Department of Archives and History is seeking a part-time event rental assistant responsible for helping with events and administrative work. The events occur at the MDAH rental sites, including the Museum of Mississippi History and Mississippi Civil Rights Museum, Eudora Welty House & Garden, Old Capitol Museum, and the William F. Winter Building.

Work hours for this role are regular business hours, evenings, and weekends, up to 28 hours per week. The hourly pay rate will be between \$12-15 per hour, based on the individual's education and experience.

Essential Functions:

- Give facility-use tours to guests.
- Help plan and set up events.
- Ensure event rental policies are being followed.
- Lead third-party vendors through the building.
- Assist with the breakdown at the end of the event.

Applicants should demonstrate the following:

- A positive and helpful attitude.
- Ability to lift 40 pounds.
- Excellence, integrity, passion, and respect in their work.

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 to Shelby Tipton, human resources director, at stipton@mdah.ms.gov.

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