



JOB ANNOUNCEMENT

Cultural Resources Specialist II, Museum Education and Outreach Assistant

Museums

Starting annual salary: \$33,600.00

Application deadline: April 12, 2023

The Mississippi Department of Archives and History is recruiting a Museum Education and Outreach Assistant to assist with education programs and community outreach. The individual will serve as a museum liaison at community events, an administrative assistant for TwoMM staff, and assist with student programs at the Two Mississippi Museums. Preferred hours are Tuesday to Saturday, 8 a.m. to 5 p.m.

Duties of this position include:

- Serving as museum liaison at community events; assisting in coordinating outreach opportunities; visiting schools, community centers, local festivals, and partner sites to give public presentations about the museums and topics of Mississippi history.
- Serving as an administrative assistant for TwoMM staff; managing all purchases and financial paperwork; assisting with calendar management for TwoMM Director; answering and receiving calls and requests in the reception area.
- Assisting with student tours and museum education programs; welcoming and providing an overview for groups; conducting public tours on Saturdays; assisting with hand on history family events, exploration carts, and school program days.
- Serving as a member of the 2MM team; providing occasional backup to visitor services staff at the front desk or store; completing opening and closing of museum duties and assisting with facility use and other events at 2MM or MDAH as needed.

Education and experience:

- A Bachelor's Degree from an accredited four-year college or university and one year of related experience. Preference may be given to history, communications, or education

Preferred qualifications include:

Knowledge of Microsoft Office and Teams

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.