

Historic Objects Collections Cataloger (Part-time, contract work)

Museums Division

Hourly rate: \$15

The Mississippi Department of Archives and History seeks a part-time Collections Cataloger to catalog books from the Eudora Welty House. The cataloger will work directly with the collections staff in the Two Mississippi Museums collections storage facility under the supervision of the Director of Collections. There were over 5000 books in the collection of Eudora Welty when the collection was given to MDAH, many of which still need to be cataloged. The books are currently on display in the Eudora Welty House.

Essential Functions:

- Cataloging books from the Eudora Welty House collection
- Condition reporting
- Photographing artifacts and entering metadata
- Entering records into the Collections Management software, Re:Discovery Proficio

Qualifications

- A bachelor's degree is typically required, with a preference for degrees in History, English, or related fields.
- Strong organizational, communication, and interpersonal skills.
- Exceptional attention to detail.
- Ability to work independently.
- Prior experience with historic or archival collections is preferred.

Work Hours and Pay

- Part-time, contractual position with 20–25 hours per week.
- Flexible schedule within Monday through Friday, 8:00 a.m. to 5:00 p.m.
- Hourly pay rate: \$15.

To apply for this position, please use our online Indeed application portal by **following this link**. Alternatively, you may submit your resume via email directly to Shelby Tipton, Director of Human Resources, at stipton@mdah.ms.gov.

Candidates must successfully complete a background check before receiving a formal employment offer. The Mississippi Department of Archives and History is an equal opportunity employer.