

Gallery Assistant (Part-time, contract work)

Two Mississippi Museums

Hourly rate: \$12-15

The Gallery Assistant is responsible for engaging with visitors and ensuring they have a positive and meaningful experience at the Two Mississippi Museums, which include the Museum of Mississippi History and the Mississippi Civil Rights Museum. This role involves greeting and welcoming guests, providing gallery overviews, and conducting guided tours for groups of all ages. Gallery Assistants lead scheduled presentations, assist with visitor services, and support evening events when needed.

In addition to visitor engagement, Gallery Assistants help maintain the cleanliness and functionality of the galleries through regular walkthroughs, light cleaning, and reporting any technical issues. They also ensure that museum policies, such as no food or beverages in the galleries, are followed. When not leading tours or assisting guests, Gallery Assistants may be stationed at podiums to provide wayfinding information and answer questions. This position plays a key role in upholding the museum's standards of hospitality and preserving the integrity of the exhibits for all visitors.

Work hours for this role are from Tuesday to Sunday, up to 28 hours per week.

Essential Functions:

- Greeting and welcoming visitors to the museums.
- Providing gallery overviews.
- Conducting museum tours for small and large groups of people of all ages.
- Leading scheduled in-gallery presentations.
- Assisting with visitor services as needed.
- Conducting visitor experience and interaction research.
- Assisting with evening special event programs.

Applicants should demonstrate the following:

- An engaging and welcoming presence when working with museum visitors.
- A general understanding and appreciation for Mississippi History.
- Excellence, integrity, passion, and respect in their work.
- Experience working with youth.

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.

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