

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 during after-hours events. These events take place 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 nights and weekends, up to 28 hours per week. The hourly rate of pay will be determined based on the individual's education and experience.

Essential Duties

- Welcome and guide guests to event spaces
- Ensure event rental policies are followed
- Assist vendors navigating the building
- Help with event breakdown and closing

What We're Looking For

- Positive, helpful attitude
- Team player
- Strong communication and problem-solving skills

Preferred Qualifications

- Previous event experience is a plus

Special Requirements

- Ability to lift up to 40 pounds

If you would like to apply for this position, you can apply here through Indeed or submit your resume via email to Shelby Tipton, Deputy Director of Administration, at stipton@mdah.ms.gov.