

HISTORIC RESOURCES SPECIALIST I

MUSEUM DIVISION SPECIAL PROJECTS COORDINATOR – WELTY HOUSE MUSEUM

Apply for this position online at www.mspb.ms.gov. For more information contact (601) 576-6866.

ANNUAL SALARY: \$29,500.00

DEADLINE FOR RECEIVING APPLICATIONS: March 27, 2015

The Eudora Welty House and Garden (EWHG) is one the nation's most intact literary homes and is administered by the Mississippi Department of Archives and History. Its mission is to educate the public about the importance of Welty's literary legacy, thereby encouraging the love of reading and literature in others, to develop an appreciation for the arts, and to inspire the creative endeavors of future artists and writers.

The Special Projects Coordinator implements and administers the volunteer program for the Eudora Welty House and Garden, manages the site's gift shop, and assists in other special projects at the discretion of the director. Incumbent works under the general supervision of the director; however, incumbent may have supervisory responsibilities in their section.

Essential Functions and Skills

These include, but are not limited to, the following:

1. Manages the Welty House docent and garden volunteer programs; recruits, trains, evaluates, schedules and supervises volunteers with guidance from the Department's Volunteer Services Administrator.
2. Schedules and processes all group tours and serves as the primary contact for such; arranges for additional volunteer or staff assistance as necessary.
3. Develops and implements docent enrichment programs in conjunction with the director and the Welty Scholar-in-Residence at Millsaps College.
4. Works with staff and the Welty Scholar in Residence to review and revise the docent manual as necessary.
5. Oversees and manages the daily operations of the Welty House gift shop including its Point of Sale (POS) system, generates new ideas and products for sale, orders new inventory when needed, and maintains all records for the system.
6. Supervises the administrative assistant at the front desk who works daily with the POS system.
7. Manages the site's social media page on Facebook.
8. Assists with planning and implementing special programming and events as needed.
9. Conducts research and presents programs and/or develops exhibits as requested, or on a rotating basis.
10. Assists with daily operations at the site.
11. The incumbent must have experience in a public service environment working with a diverse pool of volunteers. Developing and maintaining effective communications with volunteers and staff and strong organizational skills are crucial.

Education must meet the following criteria:

- Bachelor's degree from an accredited four-year college or university in American or Southern Studies, Communications or Public Relations, English, History, Museum Studies, or Public History.

Preferred qualifications include work experience in volunteer management within an academic institution, historical organization or agency, museum or other professional organization.

Applicants are encouraged to submit by attachment a separate cover letter and resume in addition to the required materials posted to the MSPB.

MDAH is an Equal Opportunity Employer.