

HISTORIC RESOURCES SPECIALIST SENIOR

MUSEUM DIVISION MISSISSIPPI GOVERNOR'S MANSION

To apply for this position online, please go to the Mississippi State Personnel Board at www.mspb.ms.gov and submit an e-application. If you need more information about the application process please contact 601-576-6866.

STARTING ANNUAL SALARY: \$40,800
DEADLINE FOR RECEIVING APPLICATIONS: December 2, 2014

This is administrative work in which the incumbent serves as curator for the historic section at Mississippi Governor's Mansion. The Governor's Mansion is a National Historic Landmark structure, the official residence of the Governor, whose living quarters adjoin the historic section. The Mansion serves as both the official residence of the Governor and as a historic house museum. MDAH has statutory authority for the Mansion's historic section and is responsible for its preservation and interpretation. Work involves managing and caring for Mansion's historic collection; administering volunteer docent program for public tours of historic section; overseeing the review and approval of any major changes in architecture, furniture, furnishings, and decoration, or landscaping of grounds. Incumbent serves as liaison between First Family, Governor's office, Mansion staff, Mansion Committee, and MDAH. Incumbent will work with MDAH professionals, as well as architects and professionals from other agencies and institutions.

Additional responsibilities include preparing and managing disaster preparedness plan, developing strategic plans, preparing monthly and quarterly reports, supervising various contractual workers, and serving as public relations representative for the museum. The Museum is open to the public Tuesday – Friday from 9:00 – 11:00 a.m. Office hours are Monday – Friday from 8:00 a.m. – 5:00 p.m. Work is subject to infrequent review, through conference and reports, by Museum Division Director. Curator will be on call twenty-four hours a day, seven days a week to insure proper protection of the historic section.

Education and experience must meet one of the following criteria:

- Master's Degree from an accredited four-year college or university; AND two (2) years of special experience defined below.
- Bachelor's Degree from an accredited four-year college or university; AND three (3) years of special experience as defined below.

Special qualifications: At the Bachelor's degree or higher level, degree must be in museum studies, historic site management, historic preservation, archaeology, anthropology, business, history, southern culture, education, literature, or art. Required work experience must have been in museum management or historic site management.

MDAH is an Equal Opportunity Employer.