

OFFICE DIRECTOR I

MUSEUM DIVISION SITES ADMINISTRATOR

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: \$57,593.08

DEADLINE FOR RECEIVING APPLICATIONS: Monday, July 28, 2014

This is professional work involving the administration and supervision of historic sites administered by the Department that are open to the public, with the exception of the Museum of Mississippi History and the Mississippi Civil Rights Museum. The incumbent will serve as sites administrator over the Eudora Welty House and Garden (Jackson), Grand Village of the Natchez Indians (Natchez), Historic Jefferson College (Natchez), the Manship House (Jackson), the Old Capitol Museum (Jackson), and Winterville Mounds (Greenville). The site directors at the above listed sites will report directly to the sites administrator. The sites administrator will report directly to the Museum Division director and will be work out of Jackson, MS.

The incumbent will be responsible for the maintenance, preservation, and conservation of the buildings, grounds, collections, implementation of educational and program activities, at each site to ensure continuity of services and duties being performed at the historic sites. This position will ensure short and long range plans are established, maintained and/or followed by working with agency professionals, architects, exhibit designers, scholars, and community advisory team members. In addition, the incumbent will prepare an annual operating budget documents for all sites and communicate needs of the sites to the Museum Division director.

Education and experience must meet one of the following criteria:

- Master's Degree from an accredited four-year college or university; AND seven (7) years of special experience defined below, five (5) years of which must have included line or functional supervision.
- Bachelor's Degree from an accredited four-year college or university; and eight (8) years of special experience as defined below, five (5) years of which must have included line or functional supervision.

Special qualifications: At the Bachelor's degree or higher level, degree must be in historic site management, archaeology, anthropology, museum studies, public administration, history, southern culture, education or related degree. Required work experience must have been in historic site management or museum and/or teaching, interpreting, or promoting Mississippi history or southeastern U.S. Native American pre-history. Requires travel throughout the state on day and overnight trips.

MDAH is an Equal Opportunity Employer.