

**MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY
HISTORIC RESOURCES SPECIALIST I**

Eudora Welty House and Garden

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: \$29,500.00
DEADLINE FOR RECEIVING APPLICATIONS: February 1, 2016**

This position involves work of a professional nature serving in education and outreach. Duties and responsibilities include the development and management of programs for school and community groups in addition to public events. The incumbent must have an active interest in reading and utilizing Welty's fiction and information on her life and home. She/he works under the general supervision of the Director.

Additional responsibilities include developing, organizing and assisting with special tours for school groups, preparation of pre-visit materials coordinated with the State's Educational Frameworks and Common Core, and working with the Welty Scholar and the Eudora Welty Foundation on educational projects of mutual interest.

Education and experience must minimally meet the following criteria:

- Bachelor's Degree from an accredited four-year college or university in English, Creative Writing, History, Southern Studies, Museum Studies, Education or related field,

Preferred qualifications include: The ideal candidate will have strong communication skills (oral and written), experience in public speaking and in working collaboratively, the ability to perform administrative tasks and assist with the daily operations of the EWHG, and computer skills including Microsoft Office and InDesign.

MDAH is an Equal Opportunity Employer.