

MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY
Archives and Records Services Division

Historic Resources Specialist I, Manuscript & Image Collections

Starting annual salary: \$ 29,500 plus benefits

Deadline for receiving applications: March 18, 2016

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

The Mississippi Department of Archives and History (MDAH) seeks candidates to serve as an archivist in the Manuscript and Image Section of the Archives and Records Services Division. Working primarily with recent manuscript collections, the incumbent will accession, arrange and describe materials; identify conservation needs and implement simple conservation measures; prepare access tools such as finding aids and catalog records; and carry out routine collection management activities. The individual may assist with donor relations and collections acquisitions work; may respond to specialized research requests; and will provide occasional professional assistance in Reference Services, including six-eight scheduled Saturdays during the year. The archivist may work on projects individually or as part of a team with other MDAH staff.

Education and experience must meet one of the following criteria:

- A Bachelor's Degree from an accredited four-year college or university in archival studies, library/information management, history, or a related field.

Preferred qualifications include the following: Coursework in archival management; demonstrated knowledge of current archival methods and practice, including MPLP; archives or library experience; experience with DACS, MARC21, Dublin Core metadata standards, Word, Excel, and SQL; knowledge of Mississippi history; excellent time management, and written and oral communication skills; demonstrated organizational and analytical abilities; ability to plan and carry out detail-oriented projects; a willingness to work with sometimes dirty materials; the ability to lift and carry boxes weighing up to 40 pounds; the ability to work effectively both independently and as a team member.

Founded in 1902, the Mississippi Department of Archives and History is a comprehensive historical agency that collections, preserves, and provides access to the archival resources of the state, administers museums and historic sites, and oversees statewide programs for historic preservation, government records management, and publications. The Archives' non-circulating collection is the largest publicly accessible collection of government, manuscript, print, audio visual and electronic materials relating to the state. Holdings include more than 40,000 cubic feet of state records and manuscript collections, 56 TB of born-digital and digitized materials, 134,000 published items, 250,000 images, and 113,600 reels of microfilm. The Archives is located in the William F. Winter Archives and History Building, opened in 2003, in Jackson. For more information on Department activities, go to <http://archives3.mdah.state.ms.us/> MDAH is an Equal Opportunity Employer.