

Visitor Services Associate (Part-time, contract work)

Eudora Welty House & Garden

Hourly rate: \$16

The Mississippi Department of Archives and History is seeking a Visitor Center Associate for the Eudora Welty House & Garden. This public-facing position welcomes guests and responds to calls and emails in a helpful and friendly manner. In addition to booking reservations and operating the point-of-sale register, the position also includes introducing guests to museum exhibits. The Associate will monitor the gift shop and alert staff when stock is low. They will learn about Eudora Welty, our exhibits, and our merchandise to answer customer questions and make shopping recommendations..

To be successful in this role, candidates should possess:

- Math skills for accurate cash management.
- Creativity and artistic sensibility to display merchandise attractively.
- Clear communication skills in speech and writing, using correct grammar.
- Responsibility, flexibility, punctuality, and cooperativeness.
- Proficiency with basic computer skills and the ability to quickly learn the point-of-sale system.

Preferred Qualifications:

High school diploma or equivalent and three years of related experience, or a bachelor's degree.

Work Schedule:

Maximum of 29 hours per week. The schedule is Wednesday to Friday from 8:00 a.m. to 4:00 p.m., and Saturday from 12:00 to 4:00 p.m.

To apply for this position, please use our online Indeed application portal by **following this link**. Alternatively, you may submit your resume via email directly to Shelby Tipton, Director of Human Resources, at stipton@mdah.ms.gov.

Candidates must successfully complete a background check before receiving a formal employment offer. The Mississippi Department of Archives and History is an equal opportunity employer.