

Eudora Welty Collections Contract Worker (Part-time, contract work)

Archives and Record Services

Hourly rate: \$19

The Mississippi Department of Archives and History (MDAH) is seeking a Welty Contract Worker to join the Manuscripts & Image Collections Section. This position provides reference services and outreach for the Eudora Welty Collection by responding to Search Room, written, and telephone inquiries, assisting researchers with access requests, and supporting the use of the collection. The Welty Contract Worker also assists with the administration of the Eudora Welty Fellowship by maintaining communications and publicity records, coordinating promotional efforts, and providing support to fellowship recipients during their research visits.

This is a part-time position of 20 hours per week with a flexible schedule.

Responsibility

Under the guidance of the Welty Curator and Section Head, the position performs archival processing tasks within the Eudora Welty Collection, including sleeving, inventorying, and describing archival materials in accordance with established archival practices. Additional responsibilities include assisting with occasional public presentations about the collections, preparing collection materials for museum loans, exhibits, classes, workshops, and in-house displays, and completing special archival processing projects as assigned.

Eligibility

The ideal candidate is highly organized, detail-oriented, and eager to learn archival principles, library cataloging practices, and related collection management skills. Success in this role requires strong communication and customer service abilities, the ability to manage multiple tasks with accuracy, and a genuine interest in preserving and providing access to Mississippi's literary and historical resources. Familiarity with Microsoft Office applications, including Word and Excel, is preferred. An associate's degree is required for this position.

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 Laura Rawson at lrawson@mdah.ms.gov

The Mississippi Department of Archives and History is an equal opportunity employer.