

# HISTORIC RESOURCES SPECIALIST LEAD

## MUSEUM DIVISION EUDORA WELTY HOUSE

*To apply for this position online, please go to the Mississippi State Personnel Board at [www.mspb.ms.gov](http://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: \$45,500**  
**DEADLINE FOR RECEIVING APPLICATIONS: April 1, 2012**

This is administrative work in which the incumbent serves as site director of the Eudora Welty House. The Eudora Welty House is one of the most intact literary house museums in the nation. The property includes the author's 1925 Tudor Revival home with historic gardens and an Education and Visitors Center. Work involves formulating, directing, and controlling the operations of the museum through subordinate personnel and conferences with branch managers and other administration personnel. Incumbent will oversee maintenance, preservation, and conservation of the site's buildings, grounds, and collection by working with agency professionals, and with architects, exhibits designers, scholars, and advisory team members from other agencies and institutions. Incumbent will be responsible for security of persons and property, administering day-to-day operations, and maintaining national level museum professional standards.

Additional responsibilities include preparing and managing site budget, developing strategic plans, developing and producing wide variety of programming for school groups and general public, supervising three (3) museum staff members and various contractual workers, managing volunteer program, and serving as public relations representative for the museum. The Museum is open to the public Tuesday–Friday from 9:00 a.m. – 4:00 p.m. Office hours are Monday – Friday from 8:00 am.- 5:00 p.m. Work is subject to infrequent review, through conference and reports, by Museum Division Director. Site director will be on call twenty-four hours a day, seven days a week to insure proper protection of this National Historic Landmark.

### **Education and experience must meet one of the following criteria:**

- Master's Degree from an accredited four-year college or university; AND three (3) years of special experience defined below.
- Bachelor's Degree from an accredited four-year college or university; and four (4) years of special experience as defined below.

**Special qualifications: At the Bachelor's degree or higher level, degree must be in museum studies, historic site management, archaeology, anthropology, business, history, southern culture, education, literature, or art. Required work experience must have been in museum or historic site management and/or teaching, interpreting, promoting Eudora Welty works.**

MDAH is an Equal Opportunity Employer.