

## **PUBLIC PROGRAMS/DIGITAL HISTORY SPECIALIST**

### **MUSEUM DEPARTMENT**

The Town of Wytheville is accepting applications for the full-time position of Public Programs/Digital History Specialist for the Museums Department. This position will involve work with the Wythe County Historical Society. **Desired Qualifications:** The successful candidate should be an administrative professional who has experience in education, conducting research, writing and editing written material. Must have experience with social media platforms and digital technology. Strong organizational skills and proven ability to initiate and complete projects on schedule are essential. Have excellent communication skills with a professional manner and the ability to work independently, with experience working with people of all ages, ability to multi-task multiple projects successfully. Education experience is preferred. **Education and Experience:** Graduation from college with a degree or studies in public history, education, or related fields. Education/training and experience in the use of a variety of social media platforms and digital technology. Experience conducting research, writing and editing written materials and reports. Experience in a teaching or research setting would be very helpful. Any equivalent combination of education and progressively responsible experience. A working knowledge of Microsoft software including Word, Excel, Access, and Publisher is required. **Special Requirements:** Must be able to work weekends and evenings as needed. **Salary Range: \$23,363 - \$37,578.** Starting salary is based on qualifications and experience. Application packages and additional information are available from the Human Resource Department at the Town Municipal Office, 150 East Monroe Street, between the hours of 8:00 A.M. and 5:00 P.M. on weekdays, or on the Town's website at [www.wytheville.org](http://www.wytheville.org). Applications will be received until position is filled. **EOE**