Mississippi Department of Marine Resources

SOLICITATION:	**REQUEST FOR APPLICATIONS**
RFA NUMBER:	3140004532
SMART NUMBER	1450-26-R-RFQI-00009
TO PROVIDE:	Historic Preservationist Intern
ISSUE DATE:	March 19, 2026, 8:00 AM CST
LOCATION:	Charnley-Norwood House 509 East Beach Drive Ocean Springs, Mississippi 39564
MDMR CONTACT:	Janie Ballew (228) 523-4118 procurement@dmr.ms.gov
CLOSING DATE AND TIME:	April 16, 2026, 10:00 AM CST

Introduction

The Mississippi Department of Marine Resources ("MDMR") is currently seeking an enthusiastic Historic Preservationist intern for the Office of Coastal Restoration and Resilience/Mississippi Coast National Heritage Area. The MDMR's Mississippi Coast National Heritage Area program purpose is to enhance, conserve, and provide connectivity to cultural resources of a unique and defined area through identification, interpretation, and promotion. These cultural resources of National Heritage Areas provide authentic experiences and serve as a source of pride and identity.

The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes.

Scope of Work/Job Duties

The scope of work/job duties for this position will include:

- Developing and scheduling social media content;
- Assisting with daily administrative tasks;
- Collaborating with staff in developing marketing strategies;
- Assisting with archiving and researching historic collections;
- Procuring quotes and working with vendors;
- Assisting with outreach events; some evening and weekend work may be required;
- Assisting with preservation and management of historic home; and,
- Other duties as assigned by the Supervisor and/or Office Director.

Minimum Qualifications

The minimum qualifications the MDMR is seeking for the position include:

- **Education:** Must possess or be pursuing a Bachelor's Degree in historic preservation, anthropology, or history from an accredited four-year college or university. If degree is in progress, the candidate must have at least 32 hours of college credit. As part of the application, please provide a copy of your transcript (unofficial copy is acceptable).
- **Experience:** Please include any training or skills related to this position in your application.
- **Other:** Must possess a valid driver's license (Mississippi residents must have a Mississippi driver's license). MDMR will verify the driver's license.

Knowledge, Skills, and Abilities

The ideal candidate will have previous coursework and thorough knowledge of historic preservation. A successful candidate will have a solid understanding of different tasks and techniques required for historic preservation. The candidate should have excellent verbal and written communication skills. This position will require interaction with diverse audiences. The

candidate should be comfortable presenting to small and large groups ranging in age from young children to older adults of all experience levels. The ideal candidate should demonstrate the ability to implement multiple project tasks simultaneously and the ability to work effectively with others. The candidate should also have familiarity with Adobe Creative Suite, Microsoft Office and various social media platforms.

Compensation and Hours Worked

The internship position pays $15.00 per hour and is for a maximum of 28 hours per week. The position is for up to 8 weeks, depending on the intern's school schedule.

Instructions for Applying

- Complete and **sign** the attached Application (all requested information must be completed.)
- All applications should be marked: **"Application for Historic Preservationist Intern"**.
- Attach your **resume** describing your education and prior work history, including relevant work experience.
- Attach a list of **at least three references** (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.
- Attach a copy of your **college transcript** (an unofficial copy is acceptable).

You may submit your application packet (**all of the above**) in one of three ways:

- Via email to procurement@dmr.ms.gov;
- Via U.S. mail, postage prepaid, to Procurement Office, Mississippi Department of Marine Resources, 1716 AJ Holloway Drive, Biloxi, MS 39532; or,
- Via hand delivery to the Procurement Office at the above address.

The **deadline** for receiving applications is **April 16, 2026 at 10:00 a.m.** Late applications will not be accepted. You may be required to interview in person at MDMR in Biloxi, Mississippi, or by telephone.

Questions/Requests for Clarification

All questions and requests for clarification must be submitted by email to:

Janie Ballew, Lead Contract Analyst, at procurement@dmr.ms.gov

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the Procurement Director.

Equal Opportunity Statement

MDMR will select candidates for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.