

Texas Historical Commission

Job Vacancy Notice

Position Title:	Executive Director, San Jacinto Battleground and Monument Museum
Classification Title:	Director I
Job Posting Number:	21-20
Salary:	\$5,784.85-\$7,783.83/Monthly
Salary Group/Class#:	B26/1620
FLSA:	Exempt
Opening Date:	12/18/2020
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	San Jacinto Battleground and Monument State Historic Site

JOB OBJECTIVE: Under the supervision and direction of the Texas Historical Commission (THC) and the Museum Board of Trustees this position performs advanced managerial work providing direction and guidance in strategic operations and planning of the San Jacinto Battleground and Monument State Historic Site. Work involves supervising staff directly and indirectly; providing leadership in the management of a dynamic public/private organization; and directing and participating in programming, fundraising, marketing, development of strategic vision, collection development, general management, financial management. Responsible for providing museum business knowledge as well as standards and guidance while maintaining clear, open, and timely communication with and between both organizations. May train others. Work under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. At the direction of the Commission, in consultation with the San Jacinto Museum and Battleground Board (SJMBB), the position will work in alignment with the agency's mission, provide day to day management, oversight and direction of operations and administration. This position will report to the Deputy Executive Director of Historic Sites and Chairman of San Jacinto Museum and Battleground Board.
2. Work with staff on all program, exhibit, business and development plans for the San Jacinto Battleground and Monument Museum for Commission and Board approvals.
3. Work with other Texas Revolution sites to tie them into a comprehensive and dynamic visitor experience.
4. Plan, assign and supervise the work of San Jacinto Battleground and Monument Museum employees.
5. Establish goals and objectives; develop and approve schedules, priorities, and standards for achieving goals; and manage evaluation activities.
6. Maintain a productive, team-oriented work atmosphere by staying involved in the daily functions of the Commission's Historic Sites' Austin Headquarter. Communicate with dignity and respect and set a good personal example for the staff to develop professionally.
7. Interact and coordinate projects with Commission and SJMBB Board of Trustees.
8. Coordinate and manage SJMBB quarterly meetings, as needed.
9. Coordinate with the SJMBB Board of Trustees and THC Friends in efforts to raise funds to support projects and programs.
10. Oversee recruiting, hiring, training, performance evaluation and plans of staff.
11. Develop and implement techniques for evaluating program activities.
12. Provide direction, guidance, and assistance in program area(s).
13. Identify the need to revise program area(s).
14. Recommend changes in the allocation of funds and personnel, as appropriate, to meet long-range program needs and to implement the priorities.

15. Assist staff in their day-to-day operations. Address programmatic issues as they arise.
16. Review and as necessary develop guidelines, procedures, rules, and regulations for Commission and San Jacinto Museum and Battleground Museum Board approval; and monitor compliance.
17. Plan, develop, implement, coordinate, monitor and evaluate policies and procedures.
18. Develop, review and monitor the budget determined by the Commission and Board of Trustees.
19. Represent the Commission and SJMBB at meetings, conferences, and seminars.
20. Work with the Texas Historical Commission's Communication and Education Specialist to develop innovative strategies for marketing to increase public awareness of division programs, including events, publications, and social media.
21. Adhere to established work schedules.
22. Follow all THC safety guidelines/procedures and ethics requirements.

QUALIFICATIONS/REQUIREMENTS: (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university with a degree in business, museum studies, education, history, communications, or a closely related field;
- Minimum five years' work experience in overseeing complex projects and/or programs;
- Demonstrated work experience in supervising or leading a team to successfully achieve results, including experience establishing organizational and employee goals and expectations;
- Experience conducting employee coaching and counseling, and managing operational and employee performance;
- Experience making presentations to groups, communities, and executive level staff;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

PREFER:

- Experience with administrative best practices [for cultural institutions] including Human Resources, procurement, and project management;
- Experience managing a major cultural facility upgrade and expansion;
- Experience in change management and building a new operational environment; and
- Knowledge and experience in the Houston cultural and philanthropic environment.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent leadership, management, and strategic planning skills;
- Effective verbal and written communication, human relations, interpersonal and organizational skills;
- Effective critical thinking skills;
- Knowledge of Texas History related topics;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database, and spreadsheet software;
- Ability to establish and maintain successful working relationships with the SJMBB Board of Trustees and with THC staff and representatives from outside entities;
- Ability to handle situations with sensitivity, tact, and diplomacy;
- Ability to establish program goals and objectives that support commission initiatives;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: The workplace setting is a historic site, in an office and in outdoor settings where there is exposure to high temperatures, weather, dust, insects and pollution. This employee typically works irregular hours other than 8:00 a.m. to 5:00 p.m., with days off other than Saturdays, Sundays, or holidays. This position may involve walking; standing; pulling and pushing; kneeling, stooping, and bending; safely lifting and carrying items weighing up to 30 pounds and climb two steep flights of stairs on a regular basis. Work includes walking on uneven pathways and unpaved surfaces.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

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