

Texas Historical Commission

Job Vacancy Notice

Position Title:	Lead Educator/Interpreter
Classification Title:	Program Specialist III
Job Posting Number:	22-1600-77
Salary:	\$3,758.75-\$4,021.87/Monthly
Salary Group/Class#:	B19/1572
FLSA:	Exempt
Opening Date:	08/03/2022
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	San Felipe de Austin State Historic Site, 220 2 nd Street, San Felipe, TX 77473

JOB OBJECTIVE: Under the supervision of the Complex Site Manager, this position performs and oversees complex educational and interpretive services work for the San Felipe de Austin State Historic Site with an emphasis on public program development and exhibit planning and support. Work involves overseeing the planning, development, and implementation of a full range of interpretive and educational exhibits, programs and events intended to promote the site's history, increase visitation, and encourage stakeholder participation. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Oversee the development, implementation, and evaluation of all interpretive and educational programs provided at, and on behalf of, San Felipe de Austin State Historic Site including, but not limited to school tours, adult tours, seminars, workshops, and other special programs.
2. Research, develop and deliver programs related to the site's collections, exhibits, and cultural/natural resources as needed.
3. Research, organize, plan, implement, and identify objects for ongoing exhibit development, particularly for the site's temporary exhibit gallery, in conjunction with site and division administration.
4. Collaborate with other Site Educators and Administration in the planning, development, implementation, and evaluation of interpretive and educational programs related to the San Felipe de Austin SHS story.
5. Coordinate with Site Manager and Regional Collections Manager on matters relating to permanent and educational collection items including but not limited to care, use, acquisitions, deaccessions etc.
6. Collaborate with the Site Manager, Regional Collections Manager and HSD curatorial staff to review all proposed acquisitions, de-accessions, gifts and donations, and exhibit loans.
7. Manage acquisitions and loans according to agency collections management policy.
8. Accession and catalogue any incoming collections per agency collections standards.
9. Update and maintain collections database.
10. Use the collections database to conduct object research for exhibit development.
11. Perform research connected to site collections, exhibits and the historic site when applicable.
12. Serve as a liaison to stakeholders interested in supporting the historic site through collecting and/or donating objects.
13. Assist with site marketing efforts by creating advertisements, print materials, and website/social media posts to promote programs and special events.

14. Greet visitors, provide site orientation, and conduct tours.
15. Write and publish articles for newspapers, newsletters, and publications, print or electronic for all audiences.
16. Collaborate and develop relationships with local agencies, businesses, universities, and organizations to create and implement mutually beneficial programming as well as strengthen the site's partnership with the community to better serve key audiences.
17. Provide cultural resource protection and maintenance of historic structures and sensitive grounds; protect material culture; and provide curatorial care of artifacts.
18. Speak to public and private groups to promote interest in the site.
19. Develop, edit, and produce videos and media for virtual education/interpretive programs.
20. Develop and maintain training materials (instructional manuals or videos, etc.), as needed.
21. Oversee the workflow of the education, interns, and volunteer staff.
22. Monitor, evaluate, and review programs for policy compliance and adherence to site goals.
23. Create and monitor an evaluation process to assess the quality and impact of all programs.
24. Participate and manage volunteer recruitment, training, and scheduling.
25. Prepare reports and maintain records, particularly regarding site programming.
26. Assist with fundraising and grants, as needed.
27. Assist in preparing the annual budget for interpretive and educational program initiatives and monitoring of related expenses.
28. Assist with front counter duties including revenue handling, museum retail sales, phone calls, and visitor interactions as needed.
29. Assist with maintenance and housekeeping, as needed.
30. Supervise, train, and evaluate the work of other staff and volunteers.
31. Adhere to established work schedule with regular attendance.
32. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

33. Perform other duties as assigned.

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 education, history, museum studies, or closely related field;
- Minimum two years' work experience in at least two of the following areas: (1) cultural resource interpretation at a historic site, museum, or similar facility; (2) researching, developing, and implementing public interpretive programs or events; (3) researching and writing for publication in a related field listed above;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 15% of the work period.

PREFER:

- Master's degree in education, public history, museum studies or closely related field;
- Experience planning, implementing, and managing a historic site or museum school tour education program;
- Certification in interpretive techniques from a nationally recognized institution;
- Experience recruiting, training, and managing volunteers for education programs; and/or
- Experience and knowledge of best practices in working with accessioned objects.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Mexican Texas era leading up to Texas independence;
- Knowledge of local and regional history;
- Knowledge of American history in the 1800-1845 timeframe;
- Knowledge of current methods and strategies of interpretation;
- Knowledge of fundamentals of cultural resource management;
- Knowledge of early Texian lifeways, skills, decorative arts, etc.;
- Knowledge of Texas Essential Knowledge and Skills (TEKS);

- Effective verbal and written communication, human relations, and organizational skills;
- Effective critical thinking skills;
- Skill in conducting and documenting historical research;
- Skill in developing curricula;
- Skill in exhibit development, design, and fabrication;
- Skill in public speaking;
- Skill in developing evaluation techniques and criteria for interpretive and educational programs, exhibits and events;
- Skill in public speaking, planned or extemporaneous, in front of diverse audiences;
- Skill in working with diverse groups and various age ranges;
- 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;
- Skill in 19th century crafts such as woodworking, blacksmithing, leatherwork etc.;
- Ability to conduct multiple programs in a day's time, with long periods of standing and walking;
- 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 and communicate 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 maintain flexibility and work with frequent interruptions and changing priorities;
- Ability to work as a member of a team;
- 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 occasionally works irregular hours other than 8:00 a.m. to 5:00 p.m., with regular days off other than Saturdays, Sundays, or holidays. Required to respond to emergency situations. Involves walking; standing; pulling and pushing; kneeling, stooping, and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 50 pounds. Must be able work extended periods in an outdoor environment subject to the elements. Occasional travel with an overnight stay.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the [CAPPS website](#). 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:

https://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.

AN EQUAL OPPORTUNITY

AFFIRMATIVE ACTION EMPLOYER