

Texas Historical Commission Job Vacancy Notice

Position Title:	Site Manager, French Legation State Historic Site
Classification Title:	Park/Historic Site Superintendent III
Job Posting Number:	22-2100-9R
Salary:	\$4,700-\$5,381.25/Monthly
Salary Group/Class#:	B22/2702
FLSA:	Exempt
Opening Date:	01/10/2022
Closing Date:	Until Filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	French Legation State Historic Site, 802 San Marcos St., Austin, TX 78702

JOB OBJECTIVE: Under the direction of the Director of Historic Sites Operations, the Site Manager is responsible for effective administration, management, and operation of the French Legation State Historic Site. Responsibilities include, but are not limited to: budget development and management; maintenance of site; resource management and curatorial care of museum artifacts; visitor services, interpretive and educational program planning, development, scheduling, production and evaluation; development of beneficial community partnerships and collaborations; manage contracts and relationships with vendors and operational partners; volunteer recruiting and management; media relations, promotional and marketing activities; records management and reporting; management of minor repair and maintenance projects on historic and non-historic structures as well as the gardens and grounds; and personnel hiring, training, management and supervision. The Site Manager assists the Director of Historic Sites Operations with effective coordination and interaction with headquarters staff, community stake holders, and local government entities on matters affecting the site. Provide leadership to site staff, volunteers and other stakeholders to successfully manage and conserve the site's natural and cultural resources. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Hiring, supervision, and evaluation of site staff, including an Education & Visitor Services Specialist, Community Partnerships Coordinator, Group Sales & Events Coordinator, and Horticultural & Maintenance Supervisor.
2. Direct the day-to-day operations of the site, including visitor services, programs, safety and security.
3. Manage the contract for an collaborate with the vendor contracted to operate the Visitor Center admissions, retail, daily food concessions and event catering on all aspects site operations, marketing, and promotion.
4. Responsible for program planning, development, and implementation.
5. Updates, develops, and implements Business Plans and other planning documents.
6. Develops and implements effective techniques for evaluation of operation and programs.
7. Studies and analyzes operations and problems and prepares reports of findings and recommendations.
8. Prepares justifications for and assists in implementing procedural changes and policy compliance.
9. Works with program staff in determining trends and resolving technical problems.
10. Works with and speaks to community and professional groups to coordinate, improve, and stimulate interest in the program and to secure support for local programs.
11. Evaluate employee performance and identify mentoring, coaching and training opportunities for staff members.

12. Provide recommendations on staffing needs and organization.
13. Communicate THC policy, business and information to staff in a timely basis.
14. Communicate issues, opportunities, Friends group ideas and initiatives to supervisor in a timely and effective way.
15. Maintain knowledge of current historic preservation and museum best practices.
16. Participate with the Division, THC leadership and Commission in defining site mission.
17. Communicate mission to stakeholders, affinity groups, and the community.
18. Identify priorities and resources in annual and long-range planning for the program.
19. Represent THC and the Historic Sites Division as needed in public meetings, seminars and other events.
20. Coordinate public relations, media and marketing activities with the Communications Division.
21. Oversee collections care and management in consultation with the Division of Historic Sites' curatorial team to ensure that artifacts are under the site's physical and intellectual control, appropriately displayed, stored and documented. Artifacts include historic buildings and features of the site.
22. Oversee maintenance and preservation planning and identify needed projects and appropriate resources to accomplish them.
23. Develop and implement cyclical maintenance and housekeeping program for the historic site that includes historic and non-historic structures and the gardens and grounds.
24. Direct the interpretive program for the site, including research, planning, development of programs and exhibits and conducting special and educational programs and audience research needed.
25. Provide subject matter expertise related to the historic site and its period of Texas history and insures the accuracy of material produced about the program or site.
26. Prepare annual budget proposal, monitor site expenditures to prevent overspending and approve expenditures from site budget.
27. May develop procedure manuals and planning documents.
28. May train others.
29. Adheres to established work schedule with regular attendance.
30. Follows all THC safety guidelines, policies and procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

31. Perform other duties as assigned.

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

- Graduation from an accredited college or university with a degree in History, American Studies, Museum Studies or closely related field that included course work in museum studies;
- Minimum four years work experience in the museum field;
- Minimum two years of administrative and supervisory experience in directing a museum or historic site;
- Work experience in managing museums and historic sites' and demonstrated success in developing business operations;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

PREFER:

- Master's degree in History, American Studies, Museum Studies or a closely related field that included museum studies course work with two years' work experience in the museum field.
- Either a graduate degree or certification in Business.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of historic site administration and operations;
- Knowledge of cultural resource management;
- Knowledge of museum interpretation/education;
- Knowledge of safety rules, regulations, practices and procedures including county health regulations and state hotel occupancy laws;
- Knowledge of the care of historic gardens;
- Skill in overseeing facility/equipment/grounds repair programs and repair techniques;
- Ability to develop marketing, promotional activities and special events;
- Ability to manage programs and projects;
- Ability to develop and maintain financial systems;
- Ability to develop relationships and professional partnerships with diverse communities;
- Effective verbal and written communication, human relations and organizational skills;
- Effective critical thinking skills;
- 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 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: Workplace setting is a historic site, in an office and outdoor setting where occasional exposure to weather, dust, insects, and traveling on uneven and unpaved surfaces, and lack of environmental control are part of the working conditions. Required to work 40 hours per week including flexible scheduled hours other than 8:00 a.m. to 5:00 p.m. with days off other than Saturdays, Sundays and holidays. Must be able to safely lift up to 30 pounds and required to respond to emergency situations. Required to travel with an occasional 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_NaturalResources.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