

# Texas Historical Commission

## Job Vacancy Notice

<b>Position Title:</b>	Educator/Interpreter
<b>Classification Title:</b>	Program Specialist II
<b>Job Posting Number:</b>	22-300-65
<b>Salary:</b>	\$3,294.00 - \$3,638.00/Monthly
<b>Salary Group/Class#:</b>	B18/1571
<b>FLSA:</b>	Exempt
<b>Opening Date:</b>	06/17/2022
<b>Closing Date:</b>	Until filled
<b>Duration:</b>	Regular, Full-time
<b>Hours/Week:</b>	40
<b>Work Location Address:</b>	Casa Navarro State Historic Site, 228 S Laredo St, San Antonio, Texas 78207

**JOB OBJECTIVE:** Under the supervision of the Site Manager, this position performs moderately complex consultative services and technical assistance work for Casa Navarro State Historic Site of the Texas Historical Commission (THC). Work involves planning, developing, and implementing a full range of interpretive, educational, rental and outreach programs and events intended to promote the site's history, increase visitation, and encourage stakeholder participation. Work under general supervision, with limited latitude for the use of initiative and independent judgment.

### ESSENTIAL DUTIES:

1. Create and implement innovative interpretive programs at the site that make meaningful connections for 21<sup>st</sup>-century visitors.
2. Improve and modify existing programs, events, and exhibits as required.
3. Research, develop and deliver new interpretive programs.
4. Perform research related to the site's collections, exhibits, and cultural/natural resources as needed.
5. Monitor and review programs for policy compliance and adherence to site goals.
6. Create a program evaluation process that evaluates the quality and impact of all education programs. Develop action steps during and immediately following evaluation; implement action steps.
7. Participate in volunteer recruitment, training, and scheduling.
8. Prepare reports and maintain records, particularly regarding site programming.
9. Conduct outreach programs both on and off site for diverse audiences.
10. Identify and engage organizations and individuals within diverse populations surrounding the site.
11. Develop and maintain community partnerships and work effectively with a variety of people from diverse socio-economic and cultural backgrounds.
12. Develop collaborative relationships with relevant education stakeholders.
13. Collaborate 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.
14. Identify opportunities for site participation in local community events.
15. Write articles for newspapers, newsletters and publications, print or electronic, for all audiences.
16. Speak to public and private groups to promote interest in the site and museum.
17. Use social media and new media as interpretive tools to execute a social media strategy that engages and informs the site's social media audience.

18. Monitor, analyze, and review social media performance metrics and incorporate findings to continuously improve social media content offerings and expand the site's digital reach.
19. Assist with supervision of interns and volunteers from time to time, particularly in the absence of the Site Manager.
20. Assist in site marketing efforts by creating advertisements, print materials, and website/social media posts to promote programs and special events.
21. Oversee all aspects of rentals including scheduling, processing payments, planning, marketing and creating rental programs and packages.
22. Assist in preparing the annual budget for interpretive and educational initiatives and programs and monitoring the expenses.
23. Assist with front counter duties including revenue handling, museum retail sales, phone calls, and visitor interactions as needed.
24. Assist with maintenance and housekeeping, as needed.
25. May train others.
26. Develop and maintain training materials (written training manual, instructional videos, etc.) as needed.
27. Adhere to established work schedule with regular attendance.
28. Follow all THC safety guidelines/procedures and ethics requirements.

**NON-ESSENTIAL DUTIES:**

29. 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 education, education, museum studies or closely related field;
- Minimum one-year 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; (4) community organizing and facilitating community meetings;
- 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 education, public history, museum studies or closely related field.
- Certification in interpretive techniques from a nationally recognized institution.
- Experience planning, implementing, and managing a museum school tour education program.
- Experience recruiting, training, and managing volunteers for education programs.
- Experience in working with historic food ways programs.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Texas and U.S. history and government, particularly during the late 19<sup>th</sup>-century and early 20<sup>th</sup>-century;
- Knowledge of Tejano history and José Antonio Navarro;
- Knowledge of State and local regional history;
- Knowledge of current methods and strategies of interpretation;
- Knowledge of fundamentals of cultural resource management;
- Knowledge of Texas Essential Knowledge and Skills (TEKS) and local STEM initiatives.
- Knowledge of museum education inquiry and object-based theories of learning, including knowledge of child and adult development learning theories and universal access
- Effective verbal and written communication, human relations and organizational skills;
- Effective critical thinking skills;
- Strong commitment to public service, particularly working with underrepresented communities;
- Skill in conducting and documenting historical research;

- Skill in developing curricula;
- Skill in developing evaluation techniques and criteria for interpretive, educational, and outreach programs and events
- Skill in public speaking, planned or extemporaneous, in front of diverse audiences;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer (Windows) with word processing, database and spreadsheet software;
- Skill in using social media (Facebook, Instagram, and Twitter) and new media as interpretation and marketing tools (podcasts, videos, live streams, etc.) and the software and hardware needed to create the products (cameras; 360-degree cameras; microphones; audio, photo, and video editing programs; etc.);
- Ability to design the most appropriate experiences and materials for target audiences (guided, self-guided, online) including content for tours and apps
- 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 inter-generational and 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 8:00 a.m. to 5:00 p.m. but may be asked to work events and programs that are outside this time frame. Saturday and some Sundays are required work days and, while rare, may have to work an occasional holiday. Required to respond to emergency situations. Mostly sedentary in nature but may involve 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 30 pounds. Must be able work extended periods at a computer. 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:**

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Veterans:** Go to [www.texasskillstowork.com](http://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**