Texas Historical Commission

Job Vacancy Notice

Position Title: Complex Education Programs Coordinator

Classification Title: Program Specialist III

Job Posting Number: 23-2500-5

Salary: $3,758.75-$4,021.87/Monthly

Salary Group/Class#: B19/1572

FLSA: Exempt

Opening Date: 10/05/2022

Closing Date: Until filled

Duration: Regular, Full-time

Hours/Week: 40

Work Location Address: Star of the Republic Museum, 23200 Park Rd 12, Washington, TX 77880

JOB OBJECTIVE: Under the supervision of the Complex Site Manager, this position performs complex educational programming services for the Washington-on-the-Brazos Complex of State Historic Sites, including Washington-on-the-Brazos, the Star of the Republic Museum, Barrington Plantation and Fanthorp Inn of the Texas Historical Commission (THC). Work involves overseeing the planning, development, and implementation of a full range of educational, and outreach programs and events in accordance with State of Texas learning standards intended to promote the site’s history and awareness. Schedules and coordinates all school/group tours, facilitates continuing education for educators and serves as the Regional History Fair Coordinator. 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 educational programs provided by the sites within the Complex; Washington-on-the-Brazos, Star of the Republic Museum, Barrington Plantation and Fanthorp Inn SHS’s.
2. Ensure all educational programs are created in accordance with the Texas Essential Knowledge and Skills Requirements (TEKS).
3. Recruit, schedule and coordinate all school and adult tours in the Complex of historic sites.
4. Develop continuing education opportunities for professional educators that are mission driven and relate to the history of the site.
5. Assist with site marketing efforts by creating advertisements, print materials, and website/social media posts to promote programs and special events.
6. Greet visitors, provide site orientation, and assist in the delivery of education programs across the Complex when needed.
7. Write and publish articles for newspapers, newsletters, and publications, print or electronic for all audiences.
8. Collaborate and develop relationships with local school districts, 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.
9. Assist in providing cultural resource protection.
10. Speak to public and private groups to promote interest in the Complex.
11. Develop and maintain training materials (instructional manuals or videos, etc.) as needed.
12. Serve as the coordinator for the Brazos Valley Regional History Fair.
13. Oversee the workflow of the education interns and volunteers.
14. Monitor, evaluate, and review education programs for policy compliance and adherence to site goals.
15. Create and monitor an evaluation process to assess the quality and impact of education programs.
16. Participate in volunteer recruitment, training, and scheduling.
17. Prepare reports and maintain records, particularly regarding site education programming.
18. Assist with fundraising and grants, as needed.
19. Coordinate with stakeholder groups under the direction of site leadership.
20. Assist with front counter duties including revenue handling, museum retail sales, phone calls, and visitor interactions as needed.
21. Assist with maintenance and housekeeping, as needed.
22. Train and evaluate staff and volunteers in the delivery of education programs.
23. Adhere to established work schedule with regular attendance.
24. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:
25. 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 education 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, education, 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; or
- Experience recruiting, training, and managing staff and volunteers for education programs.

KNOWLEDGE, SKILLS, AND ABILITIES:
- Knowledge of American history and government and Texas history;
- 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),
- 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 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 with word processing, database, and spreadsheet software;
- 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 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. 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:
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.

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AFFIRMATIVE ACTION EMPLOYER