Texas Historical Commission

Job Vacancy Notice

(Position Begins Effective September 1, 2023)

Position Title: Chief Education Specialist, Historic Sites Division

Classification Title: Education Specialist IV

Job Posting Number: 23-95

Salary: $6,000.00-$6,800.00/month

Salary Group/Class#: B23/0823

FLSA: Exempt

Opening Date: 06/30/2023

Closing Date: Until filled

Duration: Regular, Full-time

Hours/Week: 40 hours

Work Location Address: Historic Sites Division, 208 East 10th St., Austin, Texas 78701

JOB OBJECTIVE: The Historic Sites Division’s Chief Education Specialist is an inspired creator of high-quality education, program, and evaluation materials and an enthusiastic talent manager who will oversee the creation and delivery of galvanizing, thought-provoking programs rooted in primary sources and based on the interpretive frameworks for 37 historic sites. The Chief Education Specialist will be knowledgeable about U.S. and Texas history and committed to new educative strategies to engage visitors across the lifespan, with a focus on teachers and students. Working closely with the Chief Interpretive Specialist and Coordinator of Community Engagement, the DOE will oversee the translation of broad interpretive themes and work with Historic Sites staff on the creation of guidebooks, exhibit material, interpretive programs, and will oversee interpretive training and certification of field educational staff and assist Site Managers in the creation of special events, camps, and fieldwork.

Under the direction of the Assistant Deputy Executive Director for Historic Sites, the Chief Education Specialist in the Historic Sites Division (HSD) at the Texas Historical Commission (THC) is a strategic thinker and experienced planner who performs advanced (senior level) leadership, consultative, and collaborative work. This includes framing the agenda for educational experiences and programs with and for THC Historic Sites across the state. Working in partnership with Division’s Chief Interpretive Specialist, Director of Historic Site Operations, Community Engagement Coordinator, Chief Curator, and Communications Coordinator, and HS Director of Earned Revenue, the Chief Education Specialist influences, coaches, informs, guides, and evaluates learning outcomes of education programs and educational exhibition components for audiences across the lifespan – onsite, offsite, and online. The Chief Education Specialist administers, fully conceives, and updates the agency’s Virtual Learning Portal through the development of content from contributors at historic sites and throughout the agency. Work under general supervision, with latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Identify and recommend priorities for robust educational planning in collaboration and consultation with the HSD senior management team.
2. Coordinate, plan, develop, oversee, and provide project management for central HSD education initiatives and resources so that they consistently support the THC and HSD missions, maintain best practices, and respond to current trends.
3. Guide, consult, and assist historic site staff in the development and realization of educational programs, lesson plans, outreach materials, and initiatives so that they consistently support the agency and division missions, maintain best practices, respond to current trends, and maintain brand consistency.
4. Administer and maintain the THC Virtual Learning Portal website, including facilitating the management and updating of software applications, content updates, and analytics. This includes the maintenance of best practices and internal standards for administration, design, content, and brand consistency.
5. Oversee all content development for the THC Virtual Learning Portal website, including supporting content developers from HSD and other divisions in the creation of virtual field trips, teacher materials, and online exhibitions, maintaining best practices and internal standards for content quality and brand consistency.

6. Advise, consult, and collaborate with the HSD Chief Interpretive Specialist on educational components of interpretive exhibitions and materials.

7. Assist in developing content and updating program information on the agency's website and social media outlets.

8. Establish and maintain effective partnerships with agency staff, partner organizations, web-design and application vendors, and other educational and historical institutions.

9. Coordinate with agency Information Technology staff and the Texas Department of Information Resources (DIR) to ensure compliance with all rules and regulations governing technical services and data management as they relate to the THC Virtual Learning Portal.

10. Stay current for trends in the education and interpretation fields and applies that knowledge to the development of innovative programming.

11. Identify appropriate training opportunities and make information available to staff; develop opportunities for collaboration, coordination, and training in-house.

12. Contribute to and assist in editing reports and special publications.

13. Collect, organize, analyze, and prepare materials in response to requests for program information and reports.

14. Prepare administrative reports and perform work on specialized projects.

15. Study and analyze program functions and operations and prepare reports of findings and recommendations to produce more effective educational programs and strategies.

16. May assist in writing grants for educational projects.

17. Provide on-site training and assistance, including public speaking.

18. May oversee, manage, and track projects that involve external contractors or consultants.

19. May train others.

20. Adhere to established work schedule with regular attendance.

21. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

22. Perform other duties as assigned.

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

- Master’s degree from an accredited four-year college or university with major coursework in History, Education, Historic Preservation, Anthropology, Archeology or closely related field;
- Minimum five year’s work experience organizing formal and informal learning opportunities with State curriculum requirements and standards, such as the Texas Essential Knowledge and Skills (TEKS) either in a classroom or museum education setting;
- Experience with website scheduling and content management software;
- Valid driver’s license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 25% of the work period.

PREFER:

- Experience working with museum/historic site educational or interpretive programs.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Highly effective verbal and written communication, human relations, and organizational skills;
- Effective critical thinking skills;
- Knowledge of learning theories throughout the lifespan;
- Skill in developing instructional design and educational evaluation activities;
- Skill in operating a personal computer with word processing, database, and spreadsheet software;
- 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 train others;
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: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. 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, and may require working extended hours and some evenings, weekends and overnight, as needed. Involves safely operating a state vehicle and driving for long distances and traveling by airplane.

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_Education.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