

Texas Historical Commission Job Vacancy Notice

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| Position Title: | Interpretive Specialist - Project Management and Interpretive Writing |
| Classification Title: | Program Specialist IV |
| Job Posting Number: | 24-23 |
| Salary: | \$5,000.00-\$5,800.00/Month |
| Salary Group/Class#: | B20/1573 |
| FLSA: | Exempt |
| Opening Date: | 10/25/2023 |
| Closing Date: | Until filled |
| Duration: | Regular, Full-time |
| Hours/Week: | 40 |
| Work Location Address: | Historic Sites Division, 208 E. 10 th Street, Suite 327, Austin, TX 78701 |

JOB OBJECTIVE: Perform highly complex (senior-level) project and contract management, interpretive writing, and research, and provide consultative services and technical assistance to Texas Historical Commission (THC) program staff. Work involves interpretive planning and interpretive writing for broad aspects of the THC Historic Sites Division (HSD), reviewing existing plans, exhibits, and information; assisting in the development of priorities and budgets; working with exhibit design firms, publication firms, and other consultants in project management and interpretive writing, to include assistance in vendor firm selection, contracting, project management, closeout and warranty issues; review all HSD interpretive text for accuracy as part of a team to assess overall visitor experience. Work under limited supervision, with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Work under the direction of the THC Historic Sites Division Chief Interpretive Specialist.
2. Project and contract management of Interpretive Master Plan, gallery exhibit, and interpretive wayside projects as assigned.
3. Create compelling interpretive and narrative content and text that facilitates exhibits and publications to engage broad communities.
4. Pursue complex historic and archival research as necessary for assigned projects.
5. Work with Interpretation Leadership to identify strategies for exceptional active engagement experiences accessible to a variety of ages and abilities.
6. Develop RFPs or other procurement documents to secure qualified exhibit/interpretive media fabrication and installation in coordination with HSD staff and additional THC staff as appropriate.
7. Assist in developing priorities for exhibit and interpretive development.
8. Manage multiple projects, maintain and meet deadlines, prioritize, and multitask.
9. Generate timelines and developmental and fabrication deliverables.
10. Review and maintenance of all project documentation and files.
11. Generate project reports and updates as required.
12. Ability to support the development of and manage simple budgets.
13. Anticipate the needs of division and agency management.
14. Review content of basic historic site informational publications, including rack cards, visitor guides, and maps created by the agency Communication Division or HSD Exhibit and Interpretive Design Specialist.
15. Participate in the development of HSD plans, goals, and objectives under the supervision of the Historic Sites Division Chief Interpretive Specialist.

16. Adhere to an established work schedule with regular attendance.
17. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

18. 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 Museum Studies, Public History, History, Museum Education, Anthropology, English, or a closely related field;
- Minimum three years of work experience in a professional museum or historic site exhibitry and interpretive content or in paraprofessional museum work in exhibitry and interpretive content;
- Experience with interpretive writing and editing for various venues;
- Experience managing interpretive and/or gallery exhibit projects with outside contractors;
- Experience with the development of content for gallery exhibits, wayside panels, and interpretive print media;
- High level of fluency with MS Office; proficiency with Google Drive/Docs and social media tools;
- Valid driver's license, acceptable driving record, and ability to drive a state vehicle; and
- Required to travel up to 20% of the work period.

PREFER:

- Master's degree in Museum Studies, Public History, History, Museum Education, Anthropology, or a closely related field;
- Experience with comprehensive interpretive planning and exhibit processes from conception through final development; and/or
- Experience with thorough, all-inclusive project and contract management.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of current industry interpretative theory and methodologies for exhibits, programs, and other materials, including printed multi-media and electronic interpretive products;
- Knowledge of current industry exhibit design approaches, fabrication techniques, and current accepted museum exhibit materials desirable;
- Knowledge of the current industry interpretive writing and content development to deliver completed project specifications for gallery exhibits, wayside panels, and interpretive print media;
- Knowledge of professional museum practices, protocol, and ethics;
- Effective project management skills through all phases of interpretive and exhibit processes;
- Effective verbal and written communication, human relations, critical thinking, and organizational skills;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating Microsoft-based personal computers with word processing, database, and spreadsheet software;
- Ability to listen, converse, and work with multiple perspectives to establish and articulate a strong conceptual 'why' behind each interpretive experience;
- Ability to establish and maintain effective working relationships with agency personnel, officials of state and local government, interpretive contract firms, and the public;
- Ability to perform research, plan and organize projects;
- 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: 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 to 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 (gender, sexual orientation, and pregnancy), national origin, disability, age, military status, genetic information, or protected activity 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

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