

Texas Historical Commission

Job Vacancy Notice

Position Title:	Museum Services Program Specialist
Classification Title:	Program Specialist III
Job Posting Number:	24-27
Salary:	\$4,700.00-\$5,200.00/Month
Salary Group/Class#:	B19/1572
FLSA:	Exempt
Opening Date:	11/02/2023
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	105 W 16th Street, Austin, TX 78701

JOB OBJECTIVE: Under the leadership of the Division Director and the Museum Services Coordinator, the Museum Services Program Specialist (MSPS) performs moderately complex consultative services and technical assistance work. Work involves planning, developing, and implementing museum services programs that provide training, education, outreach, and educational resources, using a variety of platforms, to the over 1,000 history museums throughout the state. The platforms include, but are not limited to, workshops, webinars, virtual meetings, and other online and print educational materials. With a focus on education outreach, this position is responsible for a comprehensive webinar initiative aimed at delivering free training to museums both within Texas and worldwide. Additionally, this role involves the maintenance of robust communication channels with in-state and out-of-state museums through email distribution lists, alongside curating a database encompassing all history-related museums in Texas. The Program Specialist is also instrumental in crafting original training workshops and resource materials. This position plays a pivotal role in fostering the professional development of museums and ensuring compliance with industry best practices, theories, and standards. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Provide education and outreach services and technical assistance to museums on topics including but not limited to collections care and management, exhibit development, interpretive writing, educational programming, fundraising, volunteer management, interpretive planning, strategic planning, board training, and small museum operations.
2. Maintain and update the program webpage.
3. Develop and update training, education, and resource documents and other materials utilizing current museum best practices and theories.
4. Develop, facilitate, promote, and evaluate webinar programs and maintain an archive of webinar recordings. Identify, contact, and coordinate all details with presenters and check technology capability and compatibility.
5. Proactively update and maintain the Texas Historical Commission Atlas, museum database, email contact list, program webpages, program evaluations, program statistics, and other reports as assigned.
6. Monitor news related to history museums in Texas—openings, closings, major staff changes, awards, grants, construction projects, moves, unique or high-profile programs, etc.
7. Research and implement new ideas/models for assisting museums that provide a path for museums to make measurable progress toward achieving professional standards.
8. Assist museums in finding information, training, and contacts that aid in the museum's professional development.
9. Remain current on museum best practices, theories, and future trends.
10. Work with the Program Coordinator to evaluate program offerings on a bi-yearly schedule and develop a yearly

programming plan.

11. Develop presentations to accompany, introduce, and/or co-teach webinars and workshops.
12. Work with partner organizations on workshops and other collaborative projects.
13. Maintain regular communication with museums to keep them informed of training and services the program provides through email bulletins, program announcements, fliers, and presentations, following agency communications standards.
14. Serve as a representative of the agency by speaking publicly and providing presentations to organizations and at various meetings and conferences.
15. Organize, maintain, and add articles, resources, and publications to the clearinghouse of information (museum resource library) and calendar of upcoming free webinars offered by other organizations.
16. Coordinate with the Communications Division on marketing and publicity efforts for workshops, webinars, and other programs.
17. Coordinate registration for webinars and workshops.
18. Adhere to an established work schedule with regular attendance.
19. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

20. Perform other duties as assigned.

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

- Master's degree in Museum Studies, Museum Administration, Museum Education, Public History, History, Historic Preservation, or a closely related field;
- Minimum three years' work experience at or with a museum or similar organization;
- Experience researching topics and writing information in a clear, concise manner;
- 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:

- Familiarity with the Texas Museum community; and/or
- Experience working in a Field Services Office like Museums Services, state museum association, historical society, archive, or similar institution that provided a broad range of experience that can be applied to the duties of this position can be considered as work experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Effective verbal and written communication, human relations, and organizational skills;
- Knowledge of local, state, and federal laws as related to Museum programs;
- 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 establish and maintain effective working relationships with agency personnel, officials of state and local government, 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 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: This position is housed in a historic building next to the agency's headquarters near the state capitol in Austin 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 and weekends, as needed. **Position requires regular, in-office presence, but the agency telework policy may permit approval of up to three days per week of remote work, subject to job and performance requirements.**

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 their exemption from the requirement as a condition of state employment.

THC will conduct a driving and criminal background check as part of the employment process. 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 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