
Title of Position *	Site Manager–Magoffin State Historic Site
Institution *	Texas Historical Commission
Position Location: City & State *	El Paso, TX
Position Closing Date	

About the Institution

The Texas Historical Commission includes professionals in many disciplines including archeologists, architects, accountants, project design assistants, historians, community development specialists, museum and curatorial professionals, purchasers, communicators, information technologists, and administrative support. At our 21 historic sites, we may also employ museum and education specialists, sales staff, tour guides, graphic designers, administrators, maintenance technicians and supervisors.

The site, located in downtown El Paso, completed a preservation project almost five years ago and just two years ago received a new visitor center in an adaptively restored historic home across the street complete with staff offices, retail and program space, and a new orientation exhibit.

There's some good info on the webpage: <http://www.thc.texas.gov/historic-sites/magoffin-home-state-historic-site>. The site is about to embark on a new Interpretive Master Plan that will help guide program development, refinement of the museum and archival collections, and changes to the furnishings of the home. With many local museums to collaborate with, including a new El Paso Children's Museum that is just in its planning stages, it's an exciting time at the site.

THC's Historic Sites Division is using a business model to help our sites optimize the its investment in preservation, visitor amenities, and program enhancements. The 21 historic sites in the THC system are given an annual base operating budget by the legislature, and we hope to augment that base budget in order to make further enhancements to the sites and to the visitor experience. This initiative is supported division-wide through efforts such as "secret shoppers" that help our sites target areas for improvement, the development of site-specific brand images, the hiring of a marketing firm to develop a plan for promoting our sites, and the hiring of specific support staff to resource our Site Managers in their efforts to grow programs, awareness, and visitation. Some of the support staff based in Austin include specialists in Interpretation, Curation, Architecture, Education, Development, Retail, Fiscal Analysis, and Operations. We are available to support the work of the sites in each of these facets.

The staff at the Magoffin Home is a fantastic team that is also undergoing some changes. The administrative assistant has been with the site over ten years, and is a strong support for the staff. There is a Customer Experience Representative/Volunteer Coordinator, an Educator, and a very experienced Maintenance Supervisor. We are currently hiring a bilingual Customer Experience Representative, and will await the hiring of the new Site Manager to fill the vacant Curator position. In addition to the staff, there is a small but dedicated volunteer corps and a strong friend's organization, Magoffin Compañeros, that support programs and preservation initiatives at the site.

We're looking for a manager with a strong background in museums, collections, and building collaborative community relationships to help us move the site forward. El Paso is a rich, polytechnic border community that offers a lot of opportunity for creative, inclusive programming to the savvy manager.

Institution Website Address	http://www.thc.texas.gov/about/job-openings
------------------------------------	---

Summary of Responsibilities

ESSENTIAL DUTIES:

1. Hiring and supervision of site staff, including an Educator, Administrative Assistant, and Maintenance staff.
2. Direct the day-to-day operations of the site, including visitor services, programs, safety and security.
3. Responsible for program planning, development, and implementation.
4. Develop and implement effective techniques for evaluation of operation and programs.
5. Study and analyze operations and problems, and prepare reports of findings and recommendations.
6. Prepare justifications for and assist in implementing procedural changes and policy compliance.
7. Work with program staff in determining trends and resolving technical problems.
8. Work with and speak to community and professional groups to coordinate, improve, and stimulate interest in the program and to secure support for local programs.
9. Evaluate employee performance and identify mentoring, coaching and training opportunities for staff members.
10. Provide recommendations on staffing needs and organization.
11. Communicate Texas Historical Commission (THC) policy, business and information to staff in a timely basis.
12. Communicate issues, opportunities, Friends group ideas and initiatives to supervisor in a timely and effective way.
13. Maintain knowledge of current historic preservation and museum best practices.
14. Participate with the Division, THC leadership and Commission in defining site mission.
15. Communicate mission to stakeholders, Friends and community.
16. Identify priorities and resources in annual and long range planning for the program.
17. Provide effective liaison with site Friends group and assist them in annual planning, submission of annual program and timely reporting to Division as required.
18. Represent THC and the Historic Sites Division as needed in public meetings, seminars and other events.
19. Coordinate public relations, media and marketing activities with Public Information and Education Division.
20. Oversee collections care and management in consultation with the Division of Historic Sites' Chief Curator, to insure that artifact and paper collections are under the site's physical and intellectual control, appropriately stored and documented collections include historic buildings and features of the site.
21. Oversee maintenance and preservation planning and identify needed projects and appropriate resources to accomplish them.
22. Implement cyclical maintenance program for the historic site.
23. Direct the interpretive program for the site, including research, planning, development of programs and exhibits and conducting special and educational programs and audience research needed.
24. Provide subject matter expertise related to the historic site and its period of Texas history and insures the accuracy of material produced about the program or site.
25. Prepare annual budget proposal, monitor site expenditures to prevent overspending and approve expenditures from site budget.
26. May develop procedure manuals and planning documents.
27. May train others.
28. Adheres to established work schedule with regular attendance.
29. Follows all THC safety guidelines, policies and procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

30. Perform other duties as assigned.

Required Qualifications

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 Business, History, American Studies, Archeology, Museum Studies or closely related field that included course work in museum studies;
- Minimum four years' work experience in the museum field with one year of administrative and supervisory experience in directing a museum or historic site;
- 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 History, American Studies, Archeology, Museum Studies or a closely related field that included museum studies course work with two years' work experience in the museum field.

Compensation

\$3,883.34 and \$4,800.00/mo.

Apply at this Website:

<http://www.workintexas.com>

Apply with this email:

Special Instructions to Apply:

State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.
