
Title of Position *	Site Manager–Landmark Inn State Historic Site
Institution *	Texas Historical Commission
Position Location: City & State *	Castroville, TX
Position Closing Date	

About the Institution

The Texas Historical Commission (THC) is the state agency for historic preservation. We save the real places that tell the real stories of Texas.

Our staff consults with citizens and organizations to preserve Texas history through its architectural, archeological, and cultural landmarks. The agency is recognized nationally for its preservation programs.

The commission is composed of nine citizen members appointed by the governor to staggered six-year terms. Agency employees work in various fields, including archeology, architecture, history, economic development, heritage tourism, public administration, and urban planning.

The Texas State Legislature established the agency in 1953 as the Texas State Historical Survey Committee with the task to identify important historic sites across the state. The Texas Legislature changed the agency's name to the Texas Historical Commission in 1973. Along with the name change came more protective powers, an expanded leadership role, and broader educational responsibilities.

Institution Website Address

<http://www.thc.texas.gov/>

Summary of Responsibilities

Under the direction of the Historic Sites Supervisor, the Site Manager is responsible for effective administration, management and operation of the Landmark Inn State Historic Site. In addition, the Site Manager is responsible for effective administration, management and operation of the Landmark Inn State Historic Site. Responsibilities include, but are not limited to: budget development and management; maintenance of site; resource management and curatorial care of original and reproduction artifacts and exhibits; visitor services, interpretive and educational program planning, development, scheduling, production and evaluation; operation of the eight-room historic inn, including laundry and breakfast services; development of beneficial partnerships, volunteer management, media relations, promotional and marketing activities; records management and reporting; management of minor repair and maintenance projects; and personnel management. The Site Manager assists the Historic Sites Supervisor and Division Director with effective coordination and interaction with headquarters staff, community stakeholders, and local government entities on matters affecting the site. Provide leadership to site staff, volunteers and other stakeholders to successfully manage and conserve the site's natural and cultural resources. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

Required Qualifications

- 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;
- Work experience in managing museums and historic sites' and demonstrated success in developing business operations;
- 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-\$4,800/Monthly

Apply at this Website:

<http://www.thc.texas.gov/about/job-openings>

Apply with this email:

Special Instructions to Apply:

<http://www.thc.texas.gov/about/job-openings>

To apply for positions, you will directed to the Texas Workforce Commission website: www.workintexas.com
Only applications submitted through Work in Texas website will be accepted and considered.
